

Patient List

The Patient List helps providers/staff organize and easily access patient information.

Viewing Active Patient List

Complete the following steps to view active patient lists:

1. From the Organizer toolbar, click Patient List , the Patient List organizer opens
2. Active patient lists are listed as tabs beneath the Patient List toolbar. Select a patient list by clicking one of the tabs.
3. Open a patient chart directly from a patient list by double-clicking on the row. The chart opens in a separate window.

Modifying Patient List Organizer

Active patient lists can be organized by adding, removing, or rearranging the order of the list.

Complete the following steps to modify a Patient List organizer:

1. From the Patient List toolbar, click List Maintenance . The Modify Patient Lists window opens.



2. Active patient lists are listed in the Active lists pane on the right
3. Add Available lists from the left pane by clicking the right-facing arrow  between the panes to transfer to Active lists.
4. Remove a list from Active lists by selecting a list from the Active lists pane on the right and click the left-facing arrow  between the panes to transfer to Available lists.
5. Rearrange the order of Active lists displaying in the Patient List organizer by selecting a list in the Active lists pane and use the up  or down  arrows to rearrange the list.
6. Click "OK" when done organizing lists

Creating a Custom Patient List

Use custom patient lists to create specific lists of patients with defined criteria. Unlike lists that group patients according to categories maintained by the system, such as provider group, custom lists are not

tied to system-defined criteria. Patients added to a custom list stay on the list until the user manually removes the patient from the list, regardless of the patient's admission, discharge or transfer status.

Complete the following steps to create a custom list:

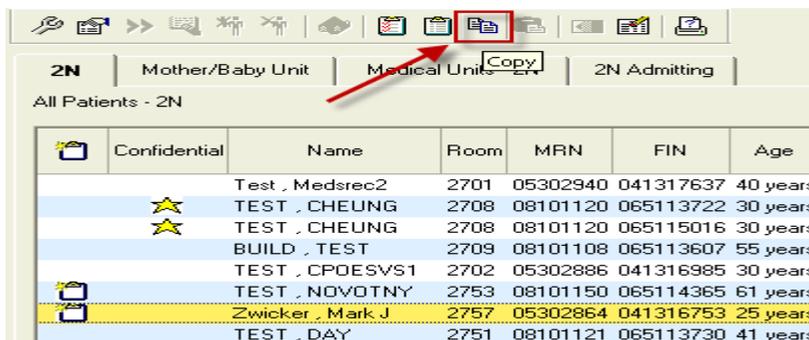
1. From the List Maintenance  dialog box, click New to add a list to available lists
2. Select custom, and click Next
3. Select custom criteria
4. Enter the name of custom list in the Custom Patient List dialog box
5. Click Finish
6. Select the new custom list in the Available lists pane, and click the right facing arrow between the panes to transfer to Active lists
7. Click OK to finish adding new list to Active lists
8. View the new list in Patient List organizer by clicking that list's tab

Note: New custom patient lists do not have patients loaded into the lists. Custom lists are not tied to system-defined criteria. Patients must be added manually.

Add Patients to a Custom Patient List

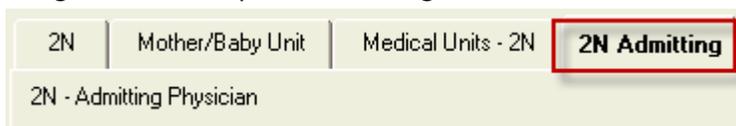
Complete the following steps if the patients are listed on one of your patient lists in the Patient List organizer:

1. From the organizer toolbar, click Patient List icon  opening the organizer
2. Select the patient on the list and click Copy on the Patient List toolbar



Note: Select several patients at once by holding down CTRL continuously while making selections.

3. Navigate to custom patient list using the active Patient List tabs



4. Click paste icon  on the Patient List toolbar to add the selected patients to the custom patient list

Add Patients to Custom Patient List using Patient Search

Complete the following steps to add patients not on an active Patient List:

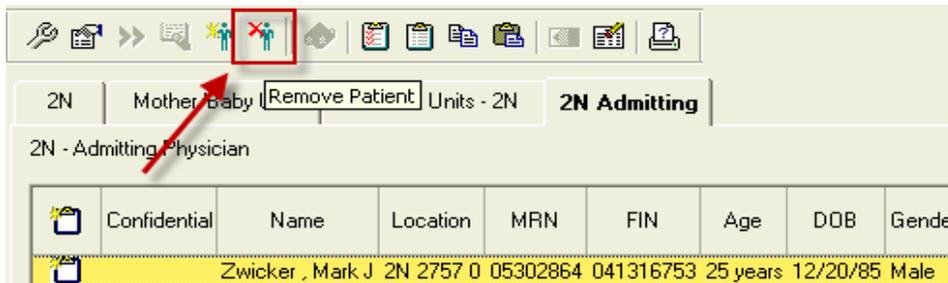
1. Click Add Patient icon  on the Patient List toolbar, opening the Patient Search window
2. Search for the patient and the encounter, then click OK to add the patient to the custom patient list

Note: All patient encounters are listed in the bottom half of the Patient Search window. It is important to select the correct encounter.

Remove Patients from a Custom Patient List

Complete the following steps to remove patients from a custom list:

1. From the active Patient List tab, select custom patient list
2. Select the patient name to remove from the list
3. Click Remove Patient icon  on the Patient List toolbar

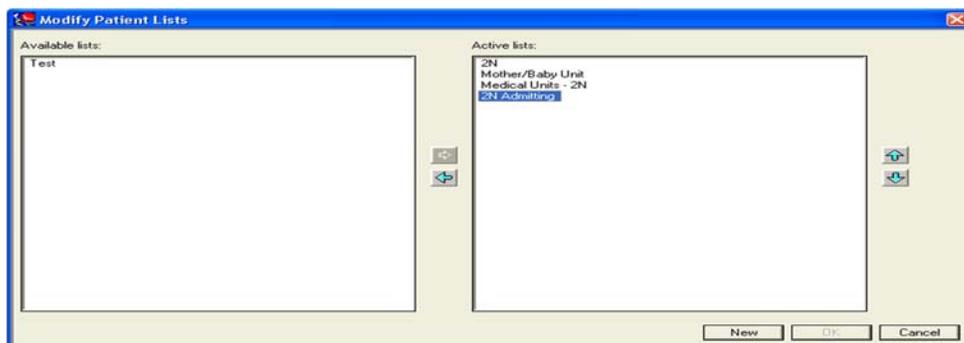


Note: Removing a patient from a custom patient list does not delete them or discharge them from the system. It only removes them from the custom patient list.

Delete a Patient List

Complete the following steps to delete a patient list:

1. From the Patient List toolbar, click List Maintenance icon 
2. Select the list in the Active lists pane



- Click the left facing arrow  located between the panes to transfer the selected list from the Active lists pane to the Available lists pane
- Right-click the list in the Available list pane and click Delete Patient List



- Click Yes in the Delete Patient List dialog box to permanently delete the list



- Click OK to exit the Modify List dialog box and to return to the Patient List organizer

Organizing Columns in a Patient List

Complete the following steps to organize columns in a patient list:

- Select the patient list using active Patient List tabs and click Customize Columns icon 
- To add a column to your Existing Columns, select a column from the Available Columns pane on the left and click the right-facing arrow between the panes to transfer the column to Existing Columns list



3. To remove a column from the Existing Columns list, select a column from the Existing Columns pane on the right and click the left-facing arrow between the panes to transfer the column to the Available Columns list
4. To re-sequence the order in the Existing Columns , select a column in the Existing Column pane and use the up or down arrows to rearrange the list to the desired sequence
5. After completing adjustments, click Save
6. Click Exit to exit Customized Columns Tool and return to the patient list