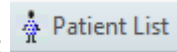


ADDING A PROXY TO YOUR CUSTOM PATIENT LIST

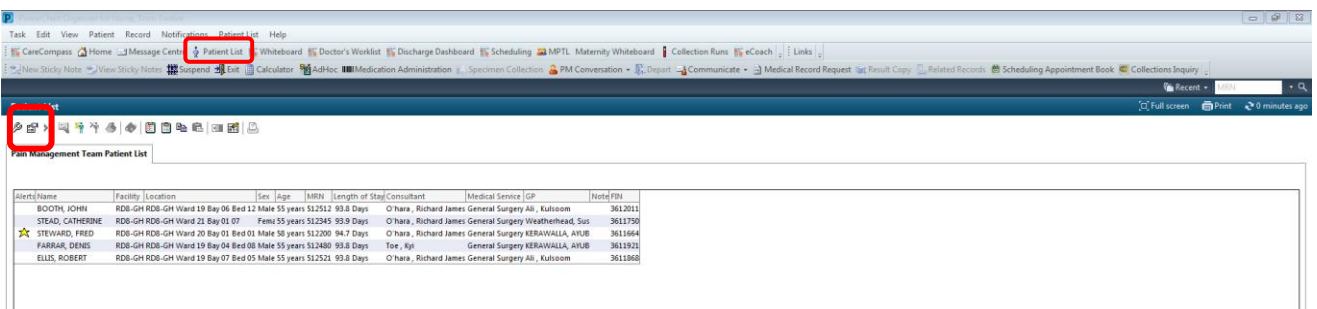
1.

Click the Patient List Icon in the main toolbar:



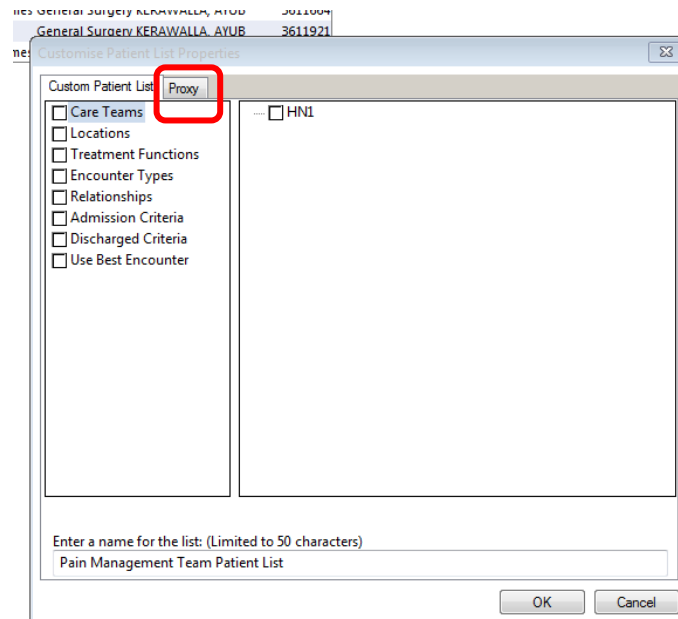
2.

Now that you have your custom list showing, click the properties icon:



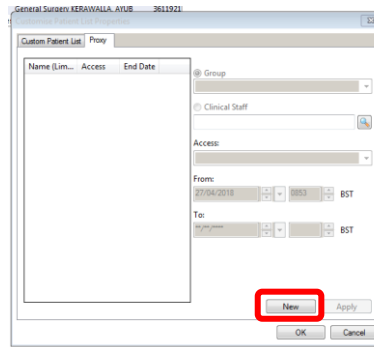
3.

Click the proxy tab



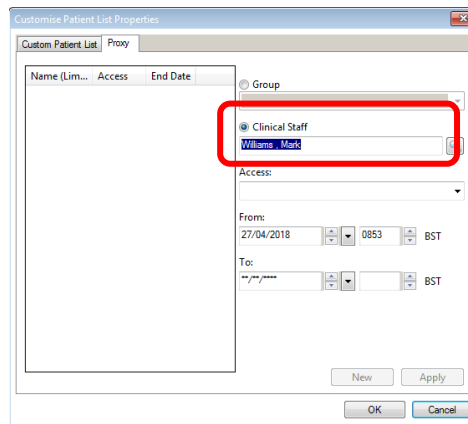
Select New:

4.

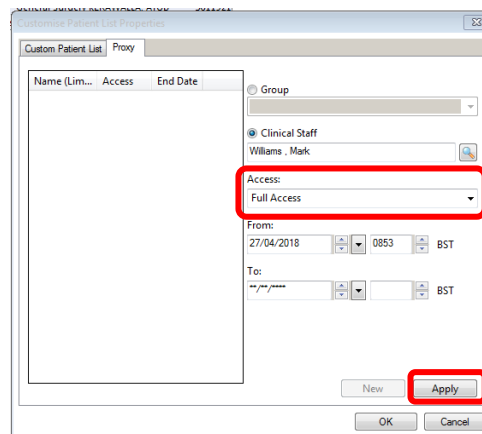


Select the Clinical Staff radio button and use the magnifying glass to find a colleague that you wish to share this too:

5.



6. Choose the access level you wish your colleague to have with the patient custom list: Read only, Maintenance only or Full Access, if you wish, you can also give temporary access by setting an end time and date, Click on Apply



7. You will see that your colleague is now added to the proxy:

8. Repeat steps 5-8 to add the remainder of your colleagues if required and click OK.

9. The next time your colleague logs in to Powerchart, they will need to go to Patient list and List Maintenance:

They will see your available lists that have been shared with you. Follow normal process of using the blue right arrow to move it to your active lists to work with this patient list and press OK

10. Your colleague will now see the same patient list that has been shared: