



Document No - Ref 111

CREATING A CUSTOM PATIENT LIST AND SEARCHING FOR PATIENTS

1.	To create a Custom Patient List	, click the Patient List icor icor	Patient List from the to	olbar and then click the spanner
	PoweChat Organise for Centrell, Centrell Tat. Edit View Pade Section Managed Company Notifications Narigation Help Home Home Inter: PoweChat Organise for Centrell, Managed Company Inter: PoweChat Organise for Centrell, Managed Company Inter: PoweChat Organise for Centrell, Centr	Antolatory Organiser Day View Sticky Netrol Storgend State Calculater Antolatory Organiser Day View Calendar Open Items (0) 4 222 August 2018 P Pelerts for: RD8 Hand Practs	Medication Administration () Discharge Medications () Specimen Collection () ioner 1 *	Instion • © Depart Communicate • Medical Record Request is Recent Copy © Recent • Dave © Full scene Print • C I Demanders app
		Patient List 🎤 율 >> 💐 🌴 🏘 🛷	8 6 4 6 • 1	
2.		A pop up will appea	r, click the New button.	
	P Modify Patient	Lists	Active lister	
			New	Cancel



3.	From within the window that appears, click Custom and then next.
	Patient List Type Select a patient list type: Available list Assignment Assignment (Ancillary) Custom Custom Medical Service Provider Group Query Relationship Scheduled Back Next Frish Cancel
4.	You can now enter a name for your Custom Patient List (for the purpose of this example we are using Colerectal Care) Click the next button.
	Available in Docations HNI Belationships HAI Discharged Criteria USE Best Encounter Discharged Criteria USE Best Encounter Enter a name for the list: (Limited to 50 characters) Colorectal Care

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		At the Proxy	window, click Finish.	
	Modify P	Proxy		
	Available list	Name (Lim., Access End Date		
			◎ Group	
			Clinical Staff	
			Access:	
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			To:	
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6	You will now see your n	ew Custom List in your availa	ble lists window, click on your list and t	then click the blue arrow
•		pointing to the right to mov	e it to your active lists and then OK.	
	P M	Modify Patient Lists		
	Ava	ilable lists:	A still lists	
		olorectal Care	Active lists:	
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7.	Yc Pat D I I I I I I I I I I I I I I I I I I	Diorectal Care Du will now see your new Cust tient List Image: Image: Image	Tuve IbS:	

IT Dept Quick Reference Guide (QRG)



Document No - Ref 111 Version Number – 2.0 8. You can also see your Custom List from within your relevant Worklist. For the purpose of this example, we are using Care Compass. PowerChart Organiser for Cerner01, Cerner01 Navig Task Edit View Patient Record Links Notifications 🚮 Home 🖃 Message Centre 🗼 Pa Link Link mpass 🎬 Discharge Dashboard 🗚 📄 | 📥 📄 | 🔍 🔍 | 100% 🎬 Scheduling 🔉 MPTL Patient List: Col Maternity Whiteboard Add F Collection Runs harmacy Patient Monitor 🎬 Pharmacy Care Organise 📁 Case Selection 🕄 Tracking List Rapid Response Services Add or Remove Buttons * PowerChart Organiser for Cerner01, Cerner01 Task Edit View Patient Record Links Notifications Navigation Help 🗄 🚰 Home 🖃 Message Centre 🛓 Patient List 🎬 Whiteboard 🧊 🗄 Links 🖉 🗑 New Sticky Note 🍏 View Sticky Notes 🏙 Suspend 🕮 E CareCompass 👫 🐚 | 📥 📄 | 🔍 🔍 | 100% - | 🕘 🛑 🗳 Patient List: Colorectal Care 🗸 Konstein Stein The following Steps will guide you through how to add patients to your Patient List. 9. You can search for a patient through the use of the search bar or the magnifying glass. R R | 100% - | • • 🗳 Sare 🖂 💥 List Maintenance 🛛 🕂 Add Patient 10. You are able to search for patients via the following information: MRN **NHS Number** Surname (Too many results will not show and ask for more information) Forename (Too many results will not show and ask for more information) Gender Date of Birth Age Post Code

IT Dept Quick Reference Guide (QRG)



Once you are open within the Patient record, from the menu bar, click Patient and then select 'Add patient to a

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You can also take patients from one list and move them to another, your Custom List for example. To do this, right click on the patient (you can select several patients by holding down CTRL and selecting the ones you require) and then on any of the highlighted patients, right click and select 'Add to Patient List' you can then choose the list as you may have created more than one.

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hese icons highlighted below within Patient List	n the tab 'Patient list	' also allow you to ad	d and remove	froi