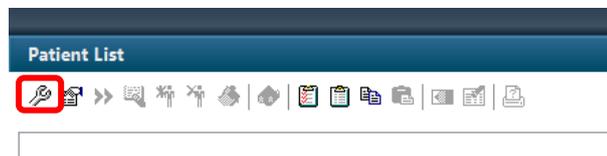
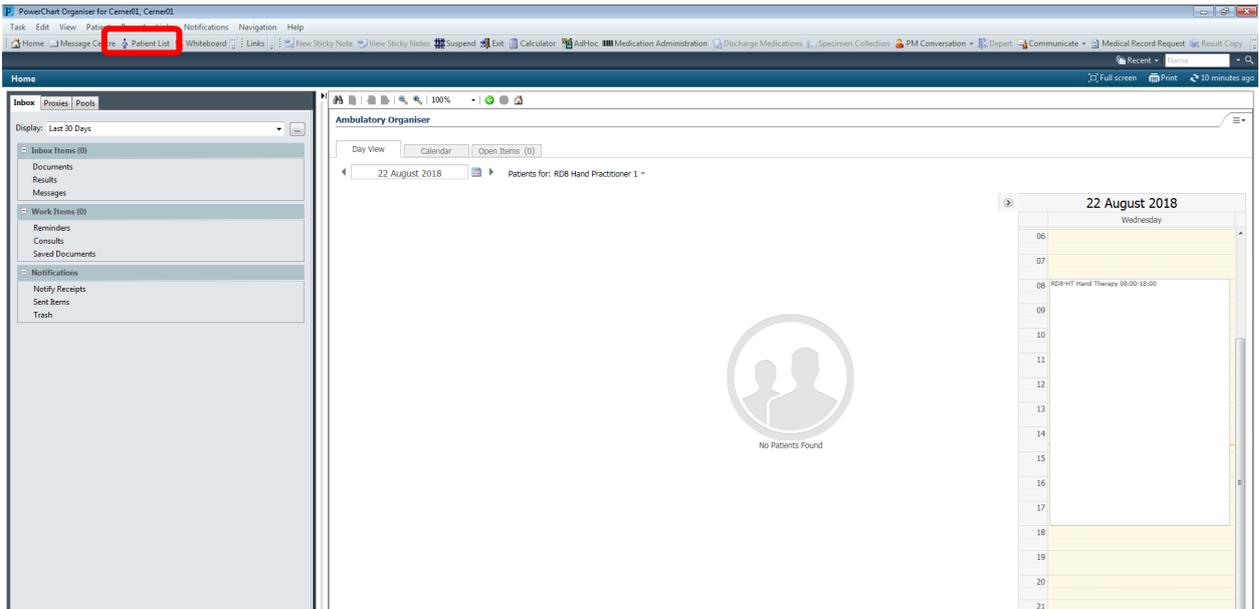


# CREATING A CUSTOM PATIENT LIST AND SEARCHING FOR PATIENTS

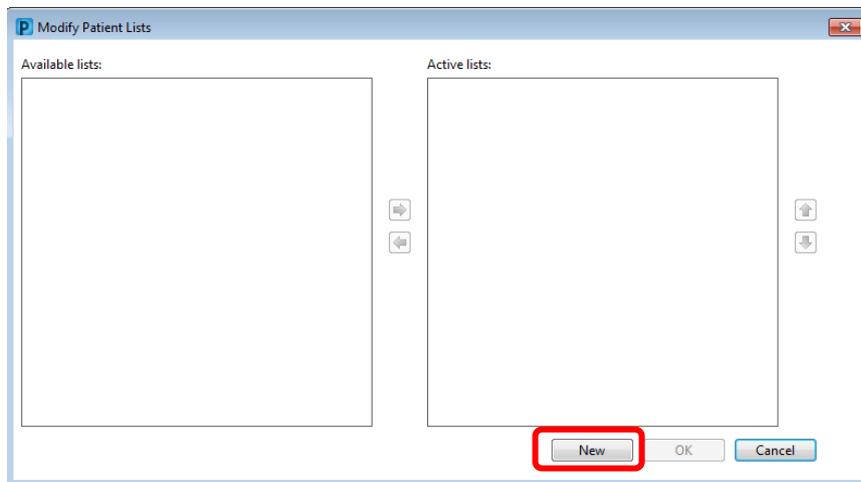
1.

To create a Custom Patient List, click the Patient List icon  from the toolbar and then click the spanner icon 



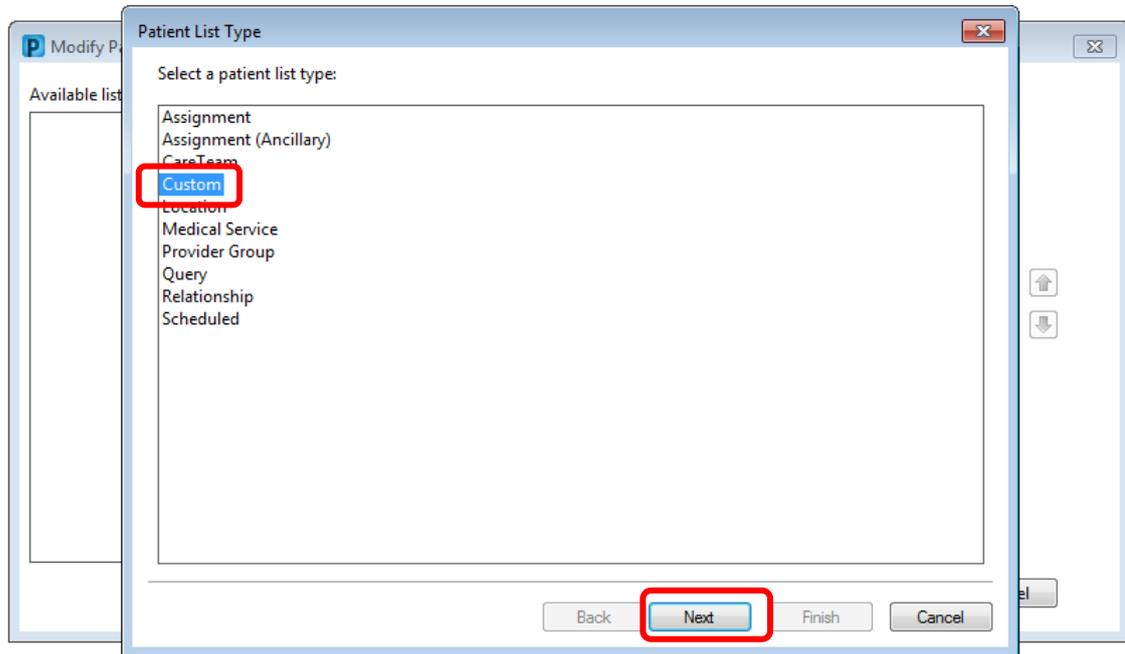
2.

A pop up will appear, click the New button.



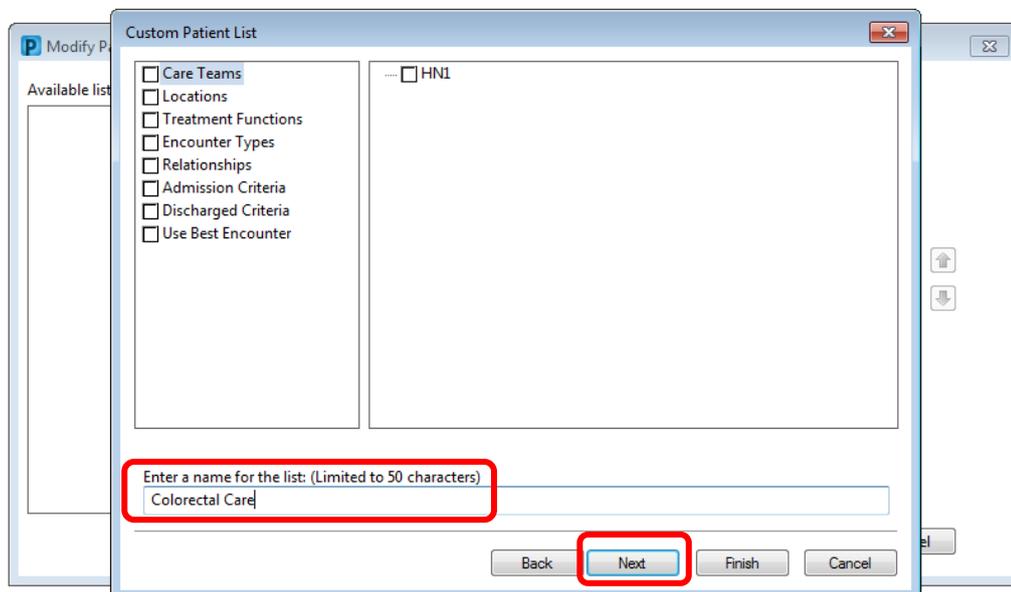
3.

From within the window that appears, click Custom and then next.

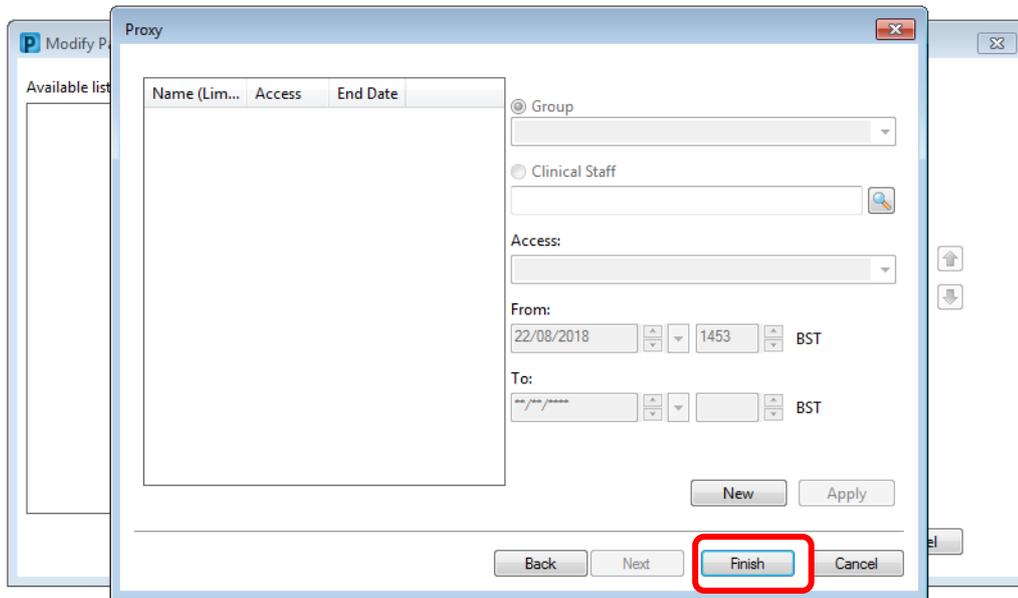


4.

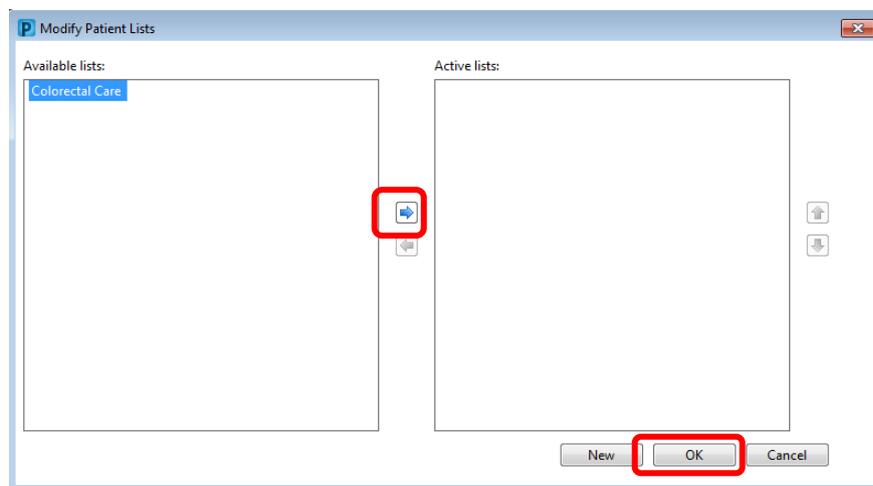
You can now enter a name for your Custom Patient List (for the purpose of this example we are using Colorectal Care) Click the next button.



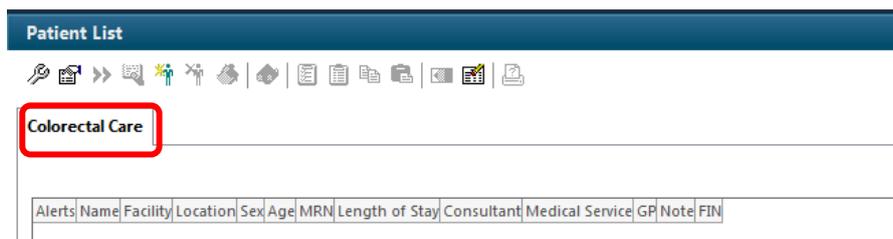
5. At the Proxy window, click Finish.



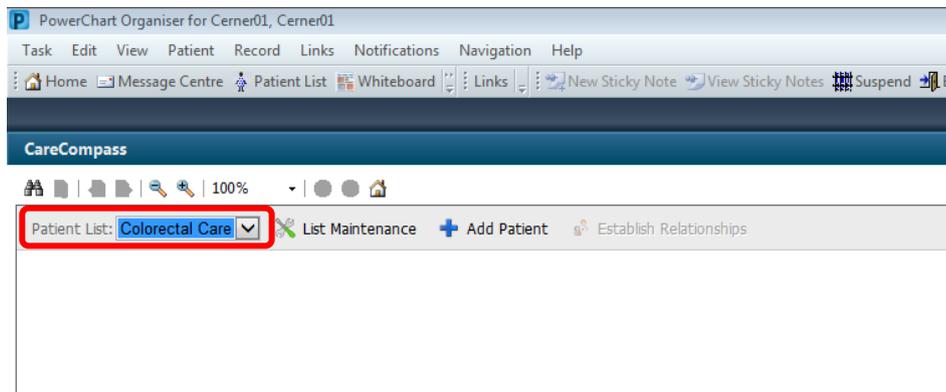
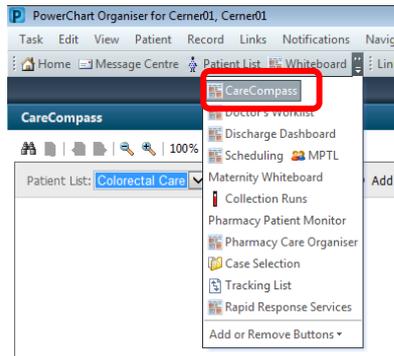
6. You will now see your new Custom List in your available lists window, click on your list and then click the blue arrow pointing to the right to move it to your active lists and then OK.



7. You will now see your new Custom List from within the Patient List view.

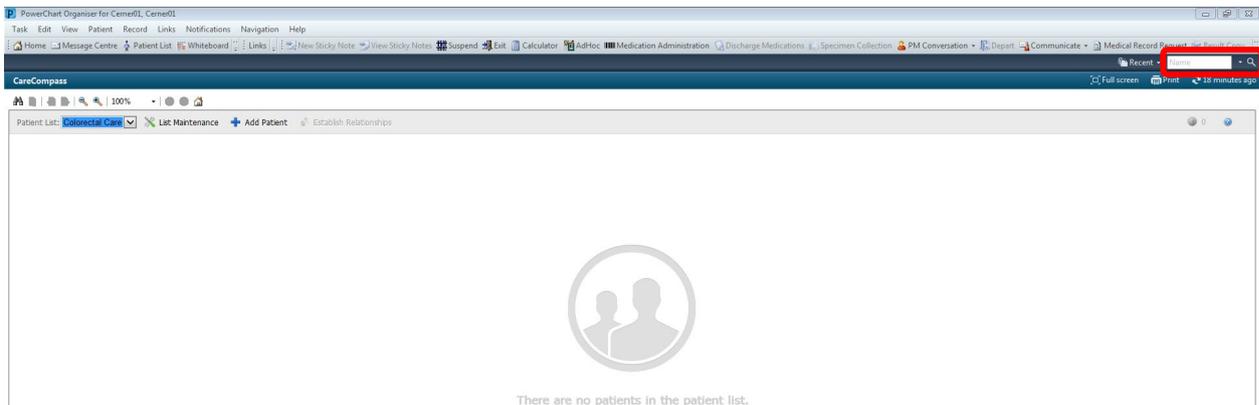


8. You can also see your Custom List from within your relevant Worklist. For the purpose of this example, we are using Care Compass.



9. The following Steps will guide you through how to add patients to your Patient List.

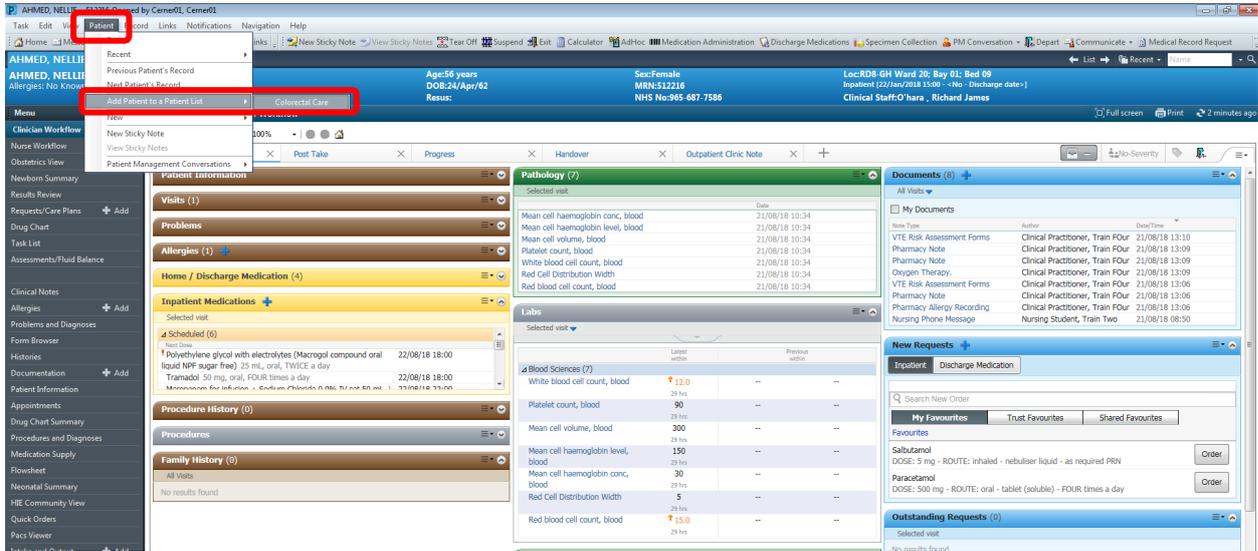
You can search for a patient through the use of the search bar or the magnifying glass.



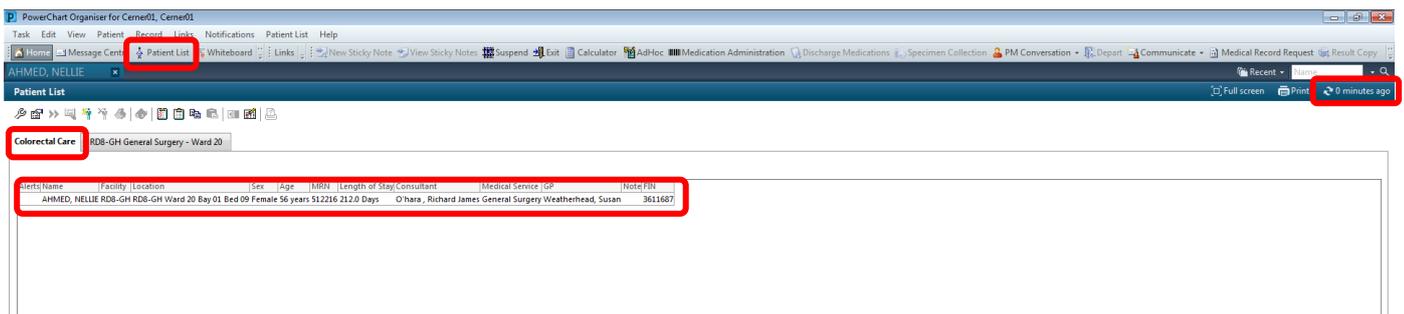
10. You are able to search for patients via the following information:

- 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

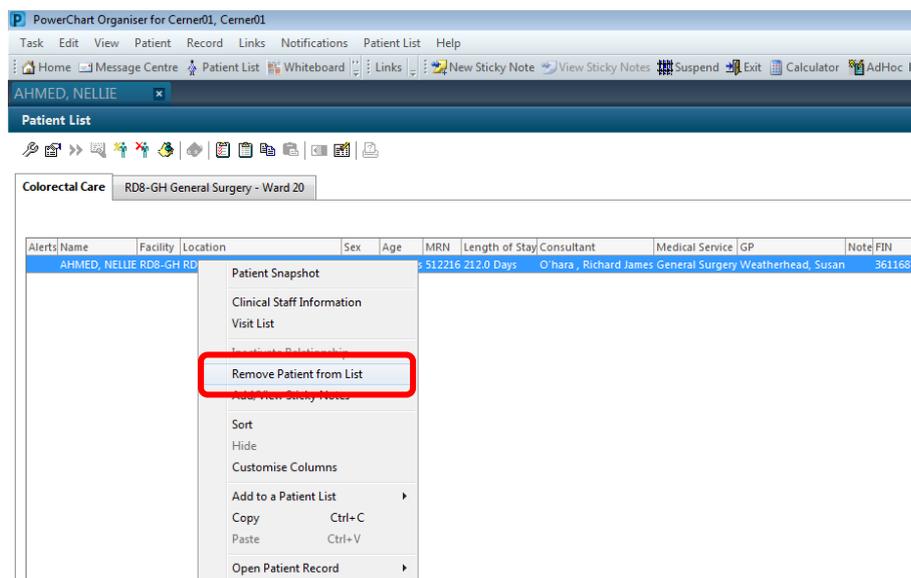
11. Once you are open within the Patient record, from the menu bar, click Patient and then select 'Add patient to a Patient List' and click the name of the Patient List you wish to add them to.



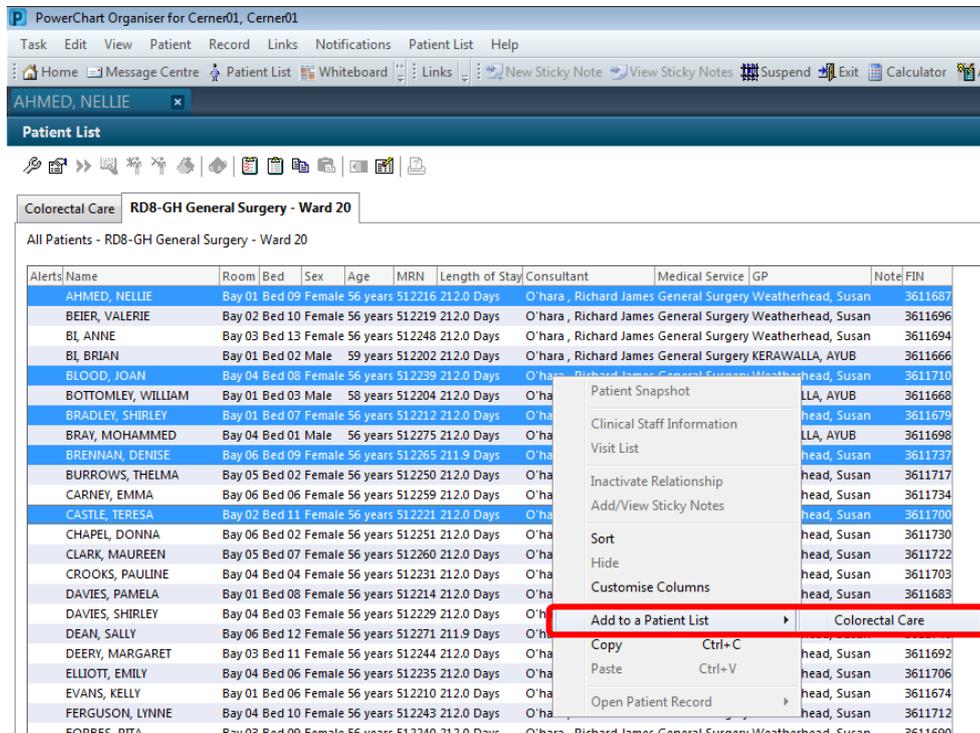
12. Click on Patient List from the toolbar, select the list you just added your patient to refresh the screen. You should now see your patient.



13. To remove a patient from your Custom Patient List, simply right click the patient and select 'Remove Patient from list'.



14. 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.



15. These icons highlighted below within the tab 'Patient list' also allow you to add and remove from the list.

