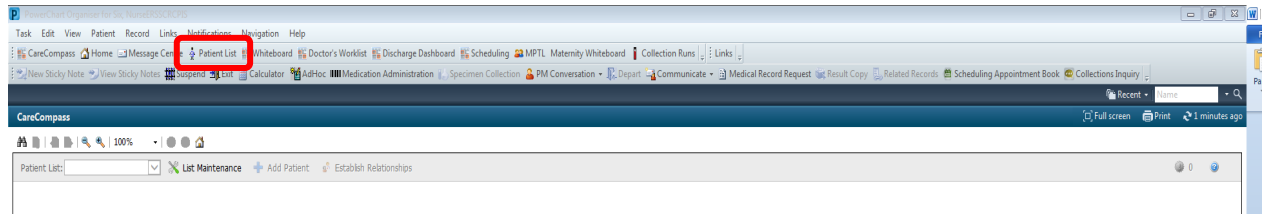
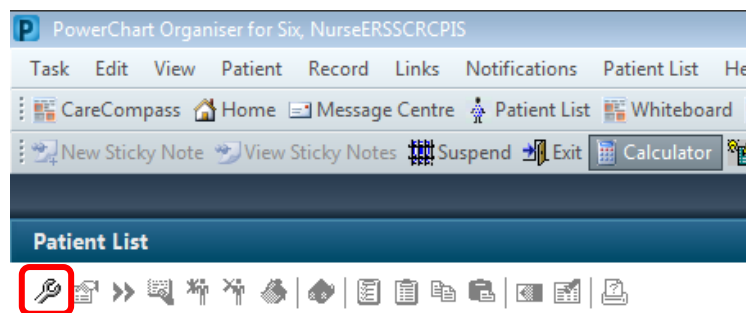


CREATING PATIENT LISTS BY LOCATION

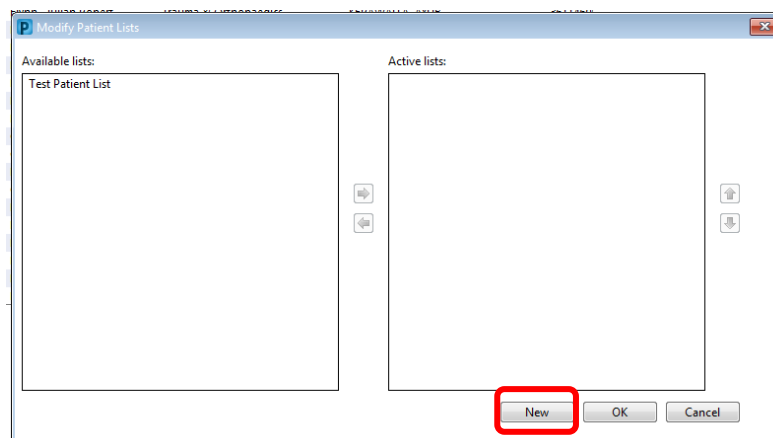
1. Click on the Patient List Tab in your menu bar.



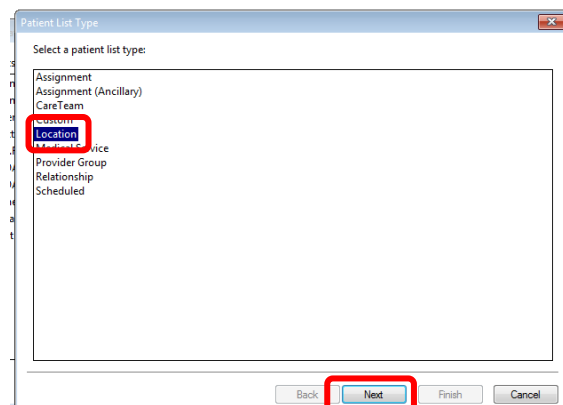
2. Select the Spanner Icon.



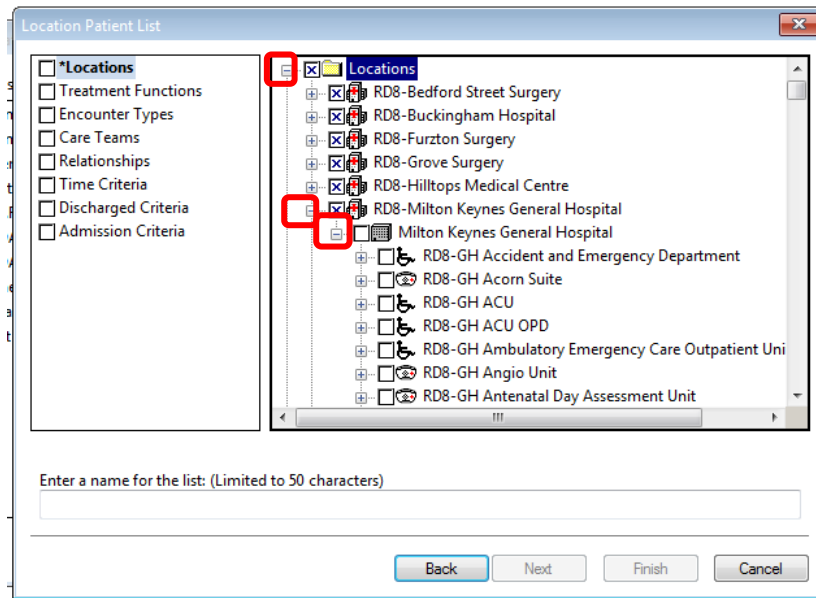
3. Select New.



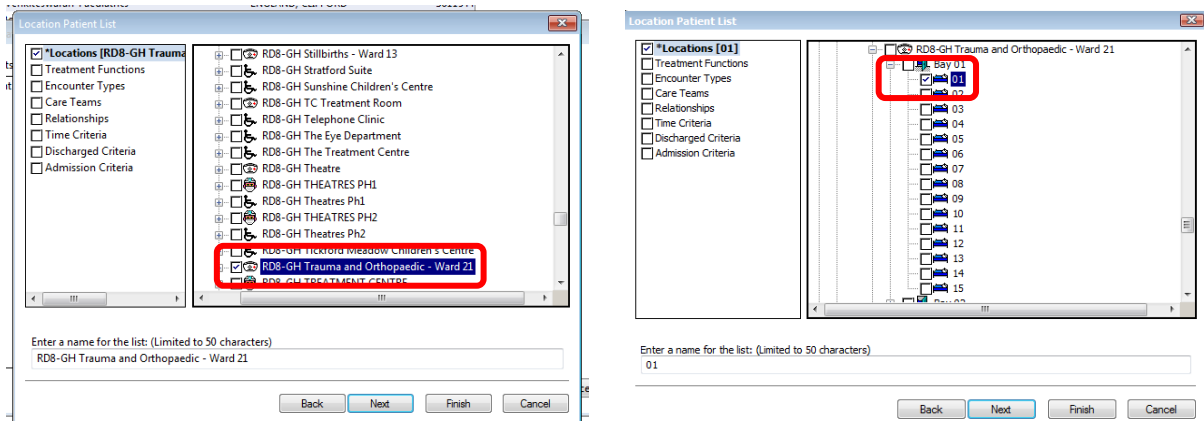
4. Select Location and Next.



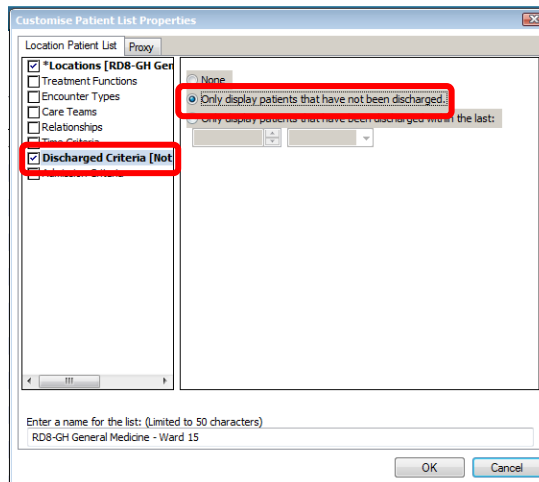
5. Select Locations in the right hand side of the window by clicking the box to expand the selection. Click the same for RD8-Milton Keynes General Hospital and once again for Milton Keynes General Hospital to open up all of the locations.



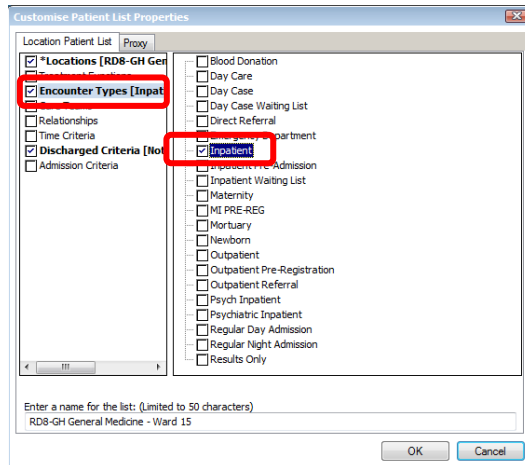
6. Chose the relevant location. Once found, place a tick in the box to the left of the location. You can also expand on a location using the same steps as above to select the Bay within a Ward or even a specific Bed.



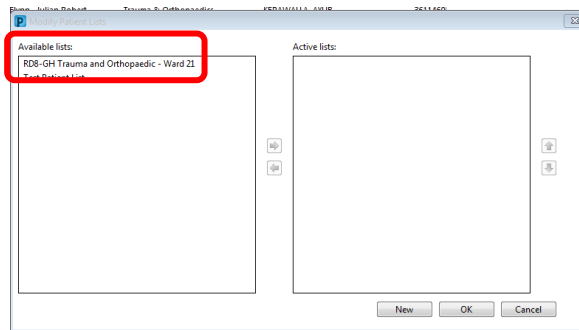
7. Click the Discharged Criteria option and select 'Only display patients that have not been discharged.'




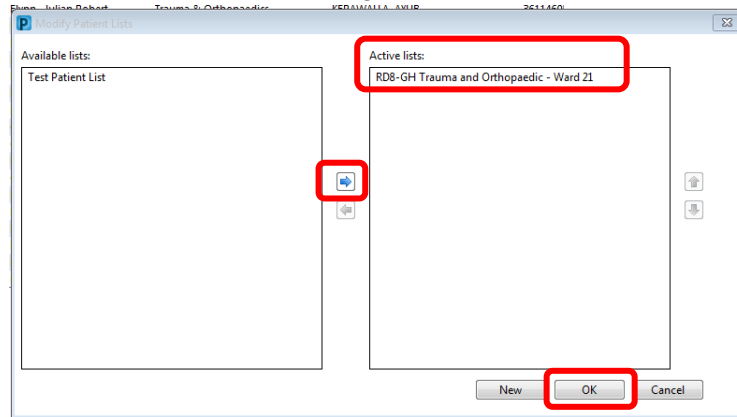
8. In the Encounter Types field, select Inpatient and click OK.



9. You will now find your chosen ward in your list of available lists, select this by left clicking.



10. Click the arrow pointing right  this will move your selected ward into the active lists column, finally, click OK.



11. You should now see your list of patients on your screen.

Patient List												
RDB-GH Trauma and Orthopaedic - Ward 21												
All Patients - RDB-GH Trauma and Orthopaedic - Ward 21												
Alerts	Name	Nurse Unit	Room	Bed	Sex	Age	MRN	Length of Stay	Consultant	Medical Service	GP	Note/FIN
	SEED, JAMES	RDB-GH Ward 21	Bay 06	05	Male	55 years	512545	211.9 Days	O'hara, Richard James General Surgery All	Kulsoom		3611832
	BOTTOMLEY, SANDRA	RDB-GH Ward 21	Bay 05	06	Female	55 years	512395	211.9 Days	O'hara, Richard James General Surgery Weatherhead, Susan			3611807
	RUSSELL, SALLY	RDB-GH Ward 21	Bay 05	03	Female	55 years	512389	211.9 Days	O'hara, Richard James General Surgery Weatherhead, Susan			3611802
	WHITAKER, AMY	RDB-GH Ward 21	Bay 03	09	Female	55 years	512373	211.9 Days	O'hara, Richard James General Surgery Weatherhead, Susan			3611777
	BOYLE, LUCY	RDB-GH Ward 21	Bay 03	08	Female	55 years	512371	211.9 Days	O'hara, Richard James General Surgery Weatherhead, Susan			3611776
	PEARSON, AMANDA	RDB-GH Ward 21	Bay 03	06	Female	55 years	512367	211.9 Days	O'hara, Richard James General Surgery Weatherhead, Susan			3611774
	TETLOW, AMANDA	RDB-GH Ward 21	Bay 03	05	Female	56 years	512365	211.9 Days	O'hara, Richard James General Surgery Weatherhead, Susan			3611773
	COLLERAN, BELQEES	RDB-GH Ward 21	Bay 03	02	Female	56 years	512359	211.9 Days	O'hara, Richard James General Surgery Weatherhead, Susan			3611770
	NORTH, JOANNE	RDB-GH Ward 21	Bay 02	02	Female	56 years	512336	211.9 Days	O'hara, Richard James General Surgery Weatherhead, Susan			3611757
	DAY, GRAHAM	RDB-GH Ward 21	Bay 06	03	Male	55 years	512540	211.9 Days	O'hara, Richard James General Surgery All	Kulsoom		3611826
	GLEDHILL, JAYNE	RDB-GH Ward 21	Bay 01	02	Female	56 years	512335	211.9 Days	O'hara, Richard James General Surgery Weatherhead, Susan			3611745
	REGAN, MICHAEL	RDB-GH Ward 21	Bay 03	01	Male	56 years	512333	211.9 Days	O'hara, Richard James General Surgery All	Kulsoom		3611769
	CHURCH, CRAIG	RDB-GH Ward 21	Bay 06	13	Male	55 years	512561	211.9 Days	O'hara, Richard James General Surgery All	Kulsoom		3611848
	ROBINSON, STEVEN	RDB-GH Ward 21	Bay 06	14	Male	55 years	512563	211.9 Days	O'hara, Richard James General Surgery All	Kulsoom		3611850