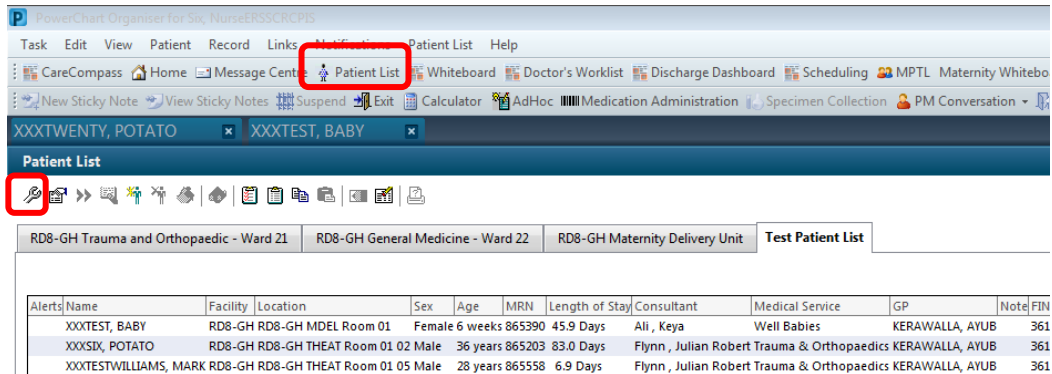# CREATING A CUSTOM PATIENT LIST FOR RAPID RESPONSE
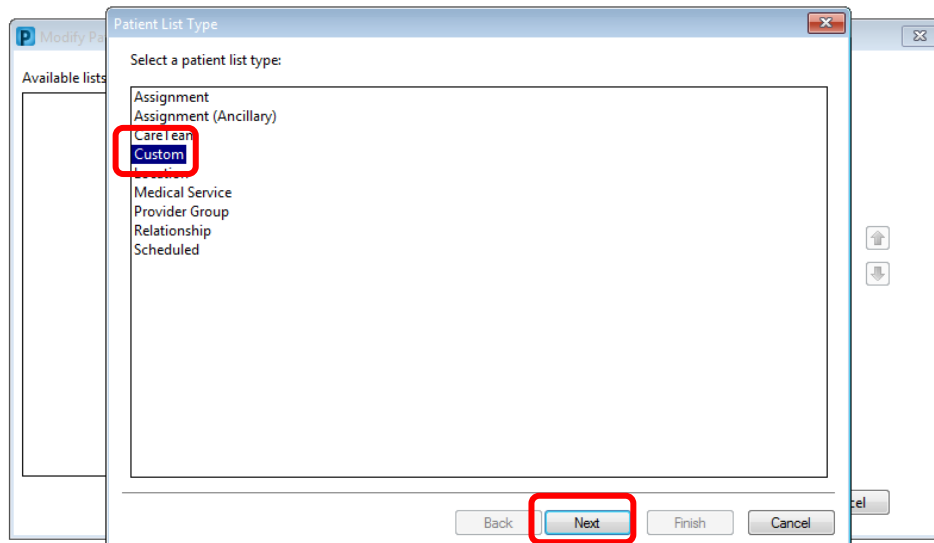
1.	To create a patient list, for you to add patients from anywhere in the hospital, first click the Patient List icon from the toolbar and then click the Spanner icon.
2.	A new window will appear, click the New button.
3.	From the the window that appears, click Custom and then next.

4.	In the box at the bottom, enter a name for your custom patient list (for this example we are using Rapid Response Team). Click the next button.

Custom Patient List

☐ Care Teams
☐ Locations
☐ Treatment Functions
☐ Encounter Types
☐ Relationships
☐ Admission Criteria
☐ Discharged Criteria
☐ Use Best Encounter

☐ HN1

Enter a name for the list: (Limited to 50 characters)
Rapid Response Team

Back | Next | Finish

5.	At this new window, click finish. <u>OR</u> Share list with colleagues by clicking New

Proxy

Name (Lim...	Access	End Date

◉ Group

○ Clinical Staff

Access:

From:
09/01/2018 | 0902 GMT

To:
//**** | GMT

New | Apply

Back | Next | Finish | Cancel

6.	Select the radio box for Clinical Staff.

Proxy

Name (Lim...	Access	End Date

○ Group

◉ Clinical Staff

7.	Search the member of staff, click on the drop down for Access and click on Apply.

8.	Repeat if more than one staff member is required & click Finish.

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

10.	You will now see your new Patient List in your patient list view.

SEARCHING AND ADDING PATIENTS TO A CUSTOM PATIENT LIST

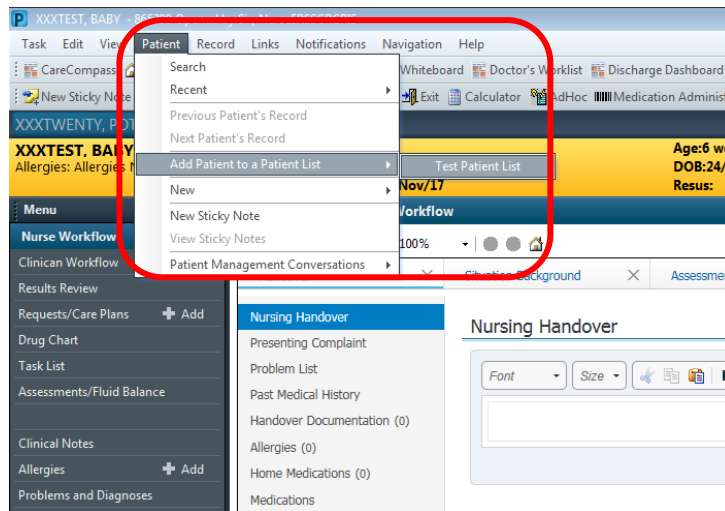| 11.	You can search for a patient through the use of the search bar. Or The icon
12.	Click the Magnifying Glass icon to load up the search box.
13.	The quickest method is by searching via MRN.
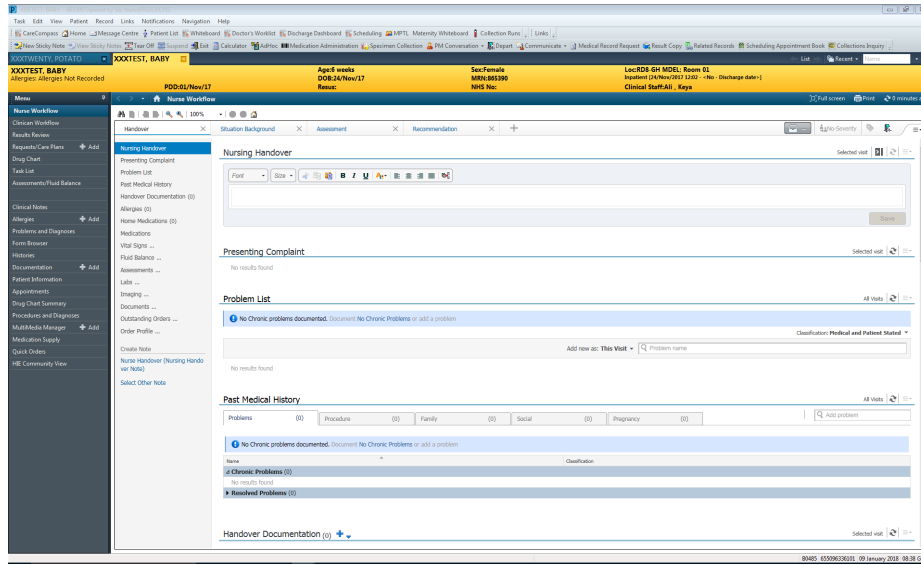
14.	Ensure the correct encounter is selected and click OK to be taken to the patients record.
15.	From the Menu Bar, Click Patient, Add patient to a Patient List and click the name of the patient list you wish to add them to.
16.	Select Patient List, click the list you just added your patient to and you should see your patient. If they are not there immediately, Refresh the screen.
17.	To remove a patient from your Custom Patient List, simply right click the patient and select Remove from list.