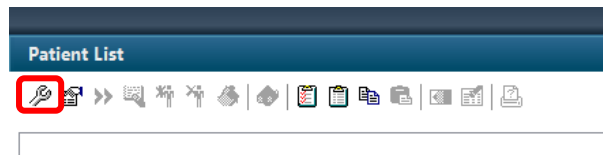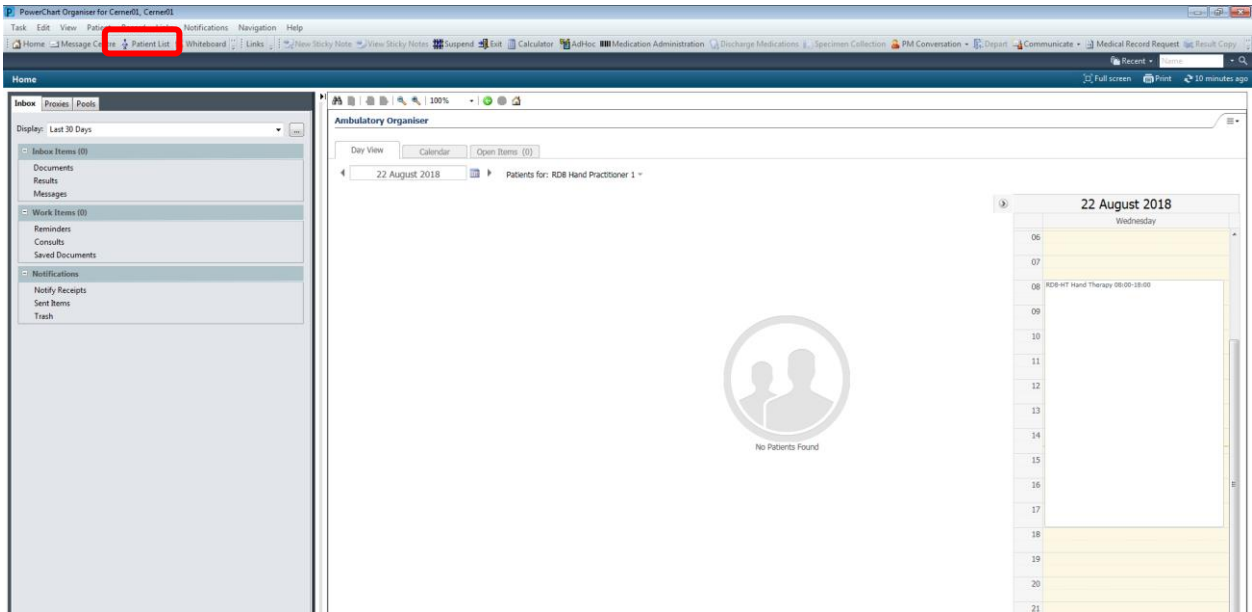# CREATING A PATIENT LIST OF 'ALL VISIT RELATIONSHIPS' & 'ALL LIFETIME RELATIONSHIPS'
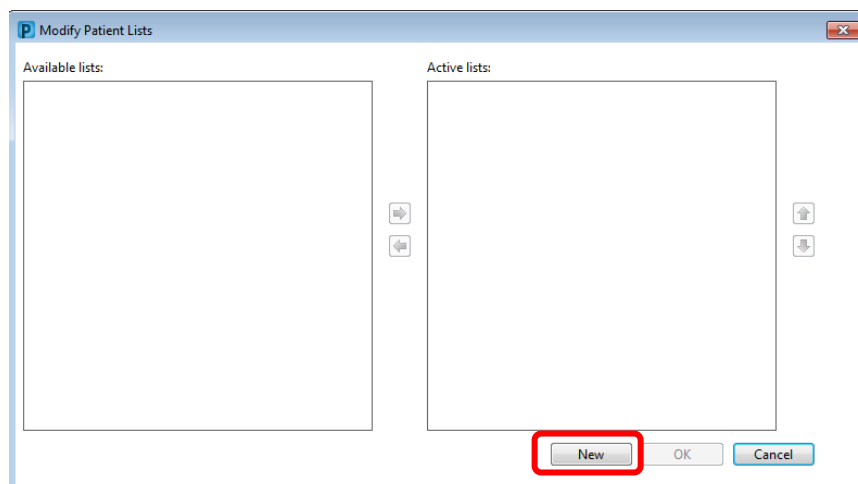
1.	To create a Custom Patient List, click the Patient List icon ![Patient List] from the toolbar and then click the spanner icon 🔧
2.	A pop up will appear, click the New button.

3.	From within the window that appears, click 'Relationships' and then next. Select a patient list type: Assignment Assignment (Ancillary) CareTeam Custom Location Medical Service Provider Group Query Relationship Scheduled
4.	Click on the + or double click on the title Visit Relationships. ☐ *Relationships ☐ Encounter Types ☐ Locations ☐ Treatment Functions ☐ Care Teams ☐ Time Criteria ☐ Admission Criteria ☐ Discharged Criteria ☐ Use Best Encounter ⊟ ☒ Visit Relationships 　☐ All Visit Relationships 　☐ Admin/Clinical Support Access Role 　☐ Admitting Physician 　☐ Assigned 　☐ Assigned Patient to Provider 　☐ Bed Manager 　☐ Bereavement Officer 　☐ Biomedical Scientist 　☐ Biomedical Scientist Access Role
5.	Select the white box for All Visit Relationships.

| 6. | Now use the scroll bar, move down and repeat for 'Lifetime Relationships'. |

Relationship Patient List

☑ *Relationships [All Visit Rela
☐ Encounter Types
☐ Locations
☐ Treatment Functions
☐ Care Teams
☐ Time Criteria
☐ Admission Criteria
☐ Discharged Criteria
☐ Use Best Encounter

☑ Staff Member Code
☑ Staff Nurse
☑ Staff Nurse/A&E
☑ Student Healthcare Professional
☑ Student Midwife
☑ Student Nurse
☑ Supervising Physician
☑ Systems Support Access Role
☑ Technician - Healthcare Scientists
☑ Therapist/Respiratory Medicine
☑ Training Staff
☑ Waiting List Clerk
☑ Waiting List Clerk Advanced
☑ Ward Clerk
☑ Whiteboard Manager/A&E
☐⊞ ☒ Lifetime Relationships

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

All Visit Relationships

[Back] [Next] [Finish] [Cancel]

Relationship Patient List

☑ *Relationships [All Visit Rela
☐ Encounter Types
☐ Locations
☐ Treatment Functions
☐ Care Teams
☐ Time Criteria
☐ Admission Criteria
☐ Discharged Criteria
☐ Use Best Encounter

☐⊟ ☒ Lifetime Relationships
   ☑ All Lifetime Relationships
   ☑ Antenatal GP
   ☑ Birth Physician
   ☑ Care Coordinator
   ☑ Case Management Administrator
   ☑ Case Management Assistant
   ☑ Case Manager - Life
   ☑ Death physician
   ☑ Dentist
   ☑ Family Physician
   ☑ Mental Health Primary Clinician
   ☑ Nurse Practitioner
   ☑ OB/GYN Physician
   ☑ Oncologist
   ☑ Other

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

All Visit Relationships, All Lifetime Relationships

[Back] [Next] [Finish] [Cancel]

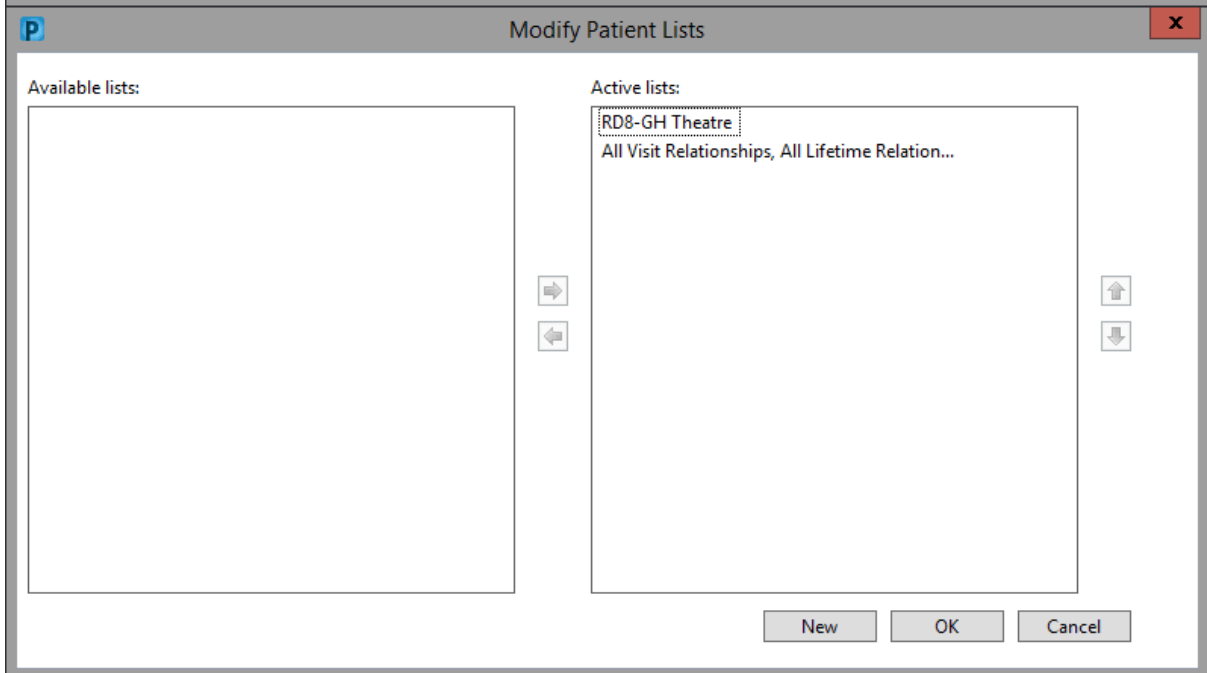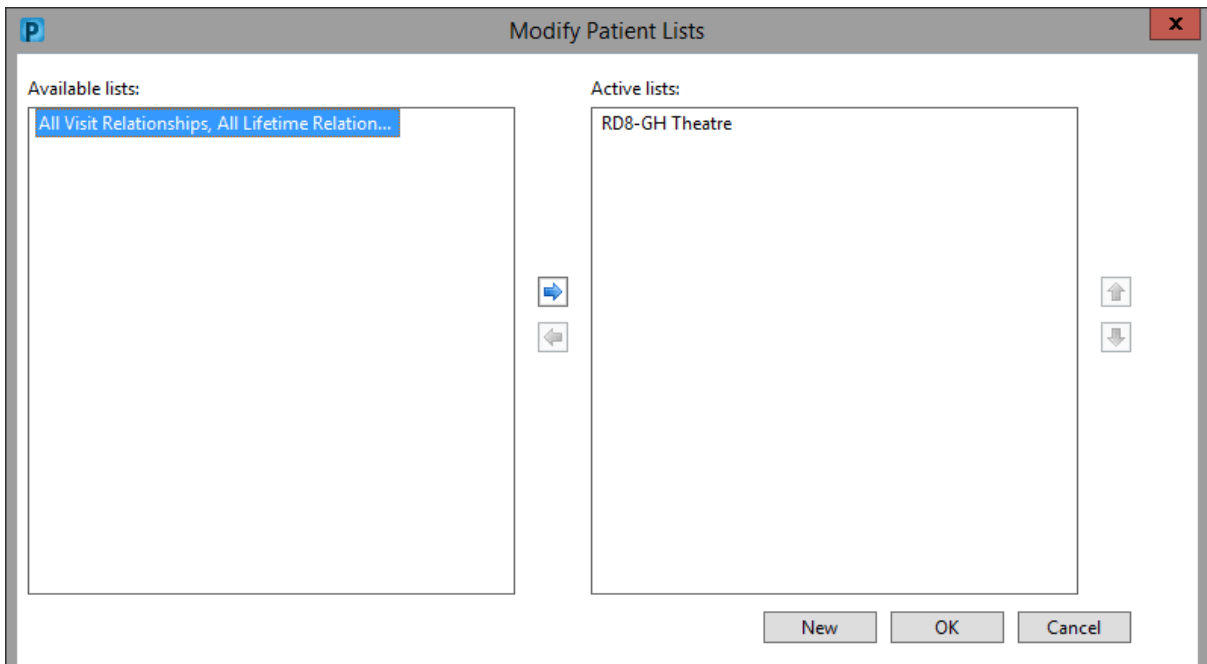| 7.	(You can change the name of the list) Click on Finish.
	Enter a name for the list: (Limited to 50 characters)
	All Visit Relationships, All Lifetime Relationships
	Back Next Finish Cancel
8.	Highlight the list in the 'Available lists:' column and move to the 'Active list' using the central blue arrow.
	Modify Patient Lists
	Available lists: Active lists:
	All Visit Relationships, All Lifetime Relation... RD8-GH Theatre
	→ ←
	New OK Cancel
	Modify Patient Lists
	Available lists: Active lists:
	RD8-GH Theatre
	All Visit Relationships, All Lifetime Relation...
	→ ←
	New OK Cancel
9.	Click OK.

	The list will now display any patient that you have had an electronic relations with in the organisation.
10.	You can highlight a single patient by a left click and then right click to select inactivate relationship

Or

You can highlight the whole list, right click and select inactivate relationship. The system removes one away at a time to empty the list. |