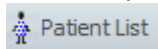


Creating Patient List by location

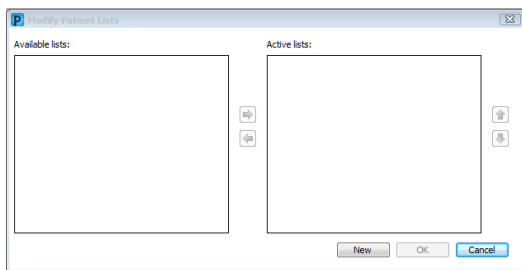
Patient location lists return all current encounters for a specified location or set of locations. The location is determined by what is entered when the patient is admitted and assigned a bed in HBCIS. This list is particularly useful for managing the current encounters at a location, for example a specific ward. The encounter added to the list will be the patient's most current encounter and therefore when viewing the patient's medical record all historic encounters will also be included.

Creating a patient list by location

1. Ensure you are on the *Patient Lists* window



2. Select the *Lists Maintenance* icon from the toolbar



The *Modify Patient Lists* window will open. This window displays all current *Available* and *Active* lists.

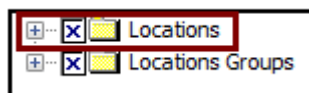
- *Available lists*: a saved list, not currently viewed as a tab on the *Patient List* window
- *Active lists*: a saved list that

3. Select *New*

The *Patient List Type* window will open.

4. Select *Location*

5. Select *Next*



The *Location Patient List* window will open.

This window is used to select the location/s to add to the patient location list

6. Expand the *Locations* folder on the right. The location list will expand displaying the ieMR facilities.

7. Expand the relevant *hospital*

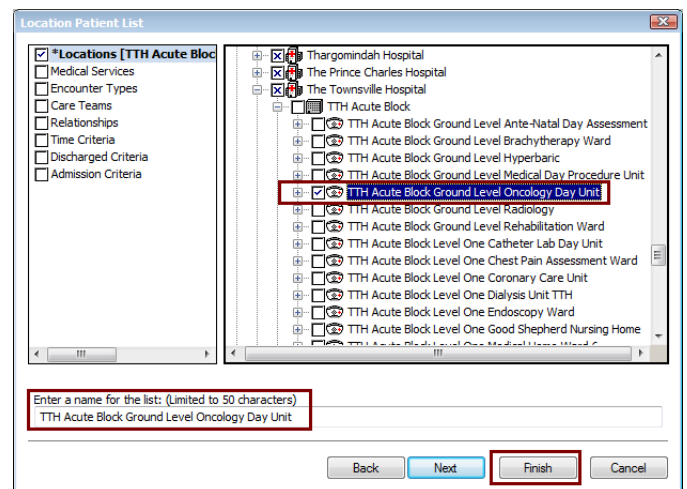
8. Expand the relevant *building*

9. Continue expanding the folders until the desired location is displayed

10. Check the box next to the desired location

The name of the location will be added to the name field for the location list. It is not recommended that this name be changed.

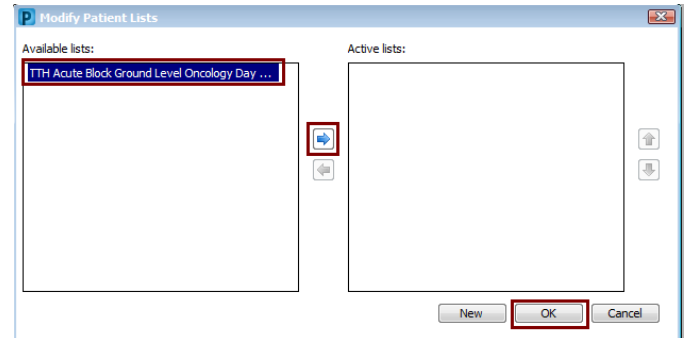
11. Select *Finish*



The *Modify Patient Lists* window will open with the new patient location list in the *Available lists* section.

To add the location list to the *Active Lists* section:

12. Select the location list from the *Available lists* section



13. Select the across arrow icon

The location list will move to the *Active Lists* section.

14. Select *OK*

The new Patient location list will appear as a tab on the *Patient List* window.

Remember to regularly select the *Refresh* button to ensure that any new information added to PowerChart is included on the patient list.