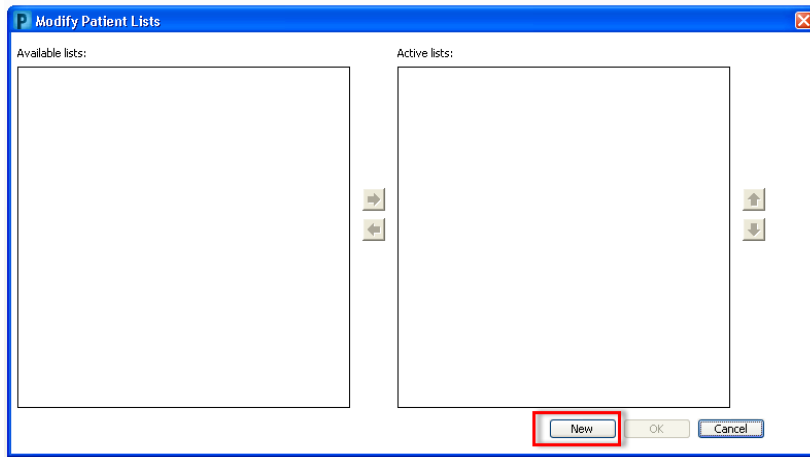# Custom List

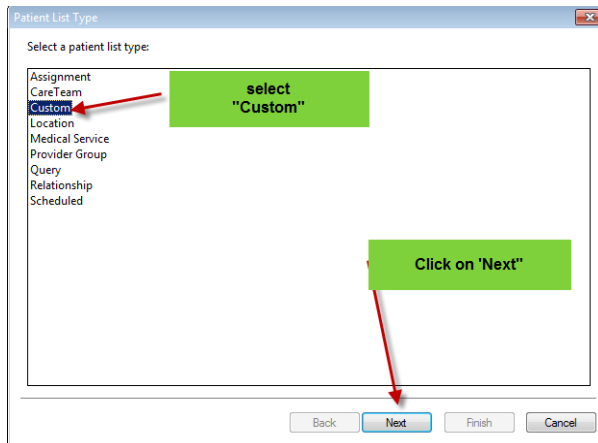**Building Custom List:**
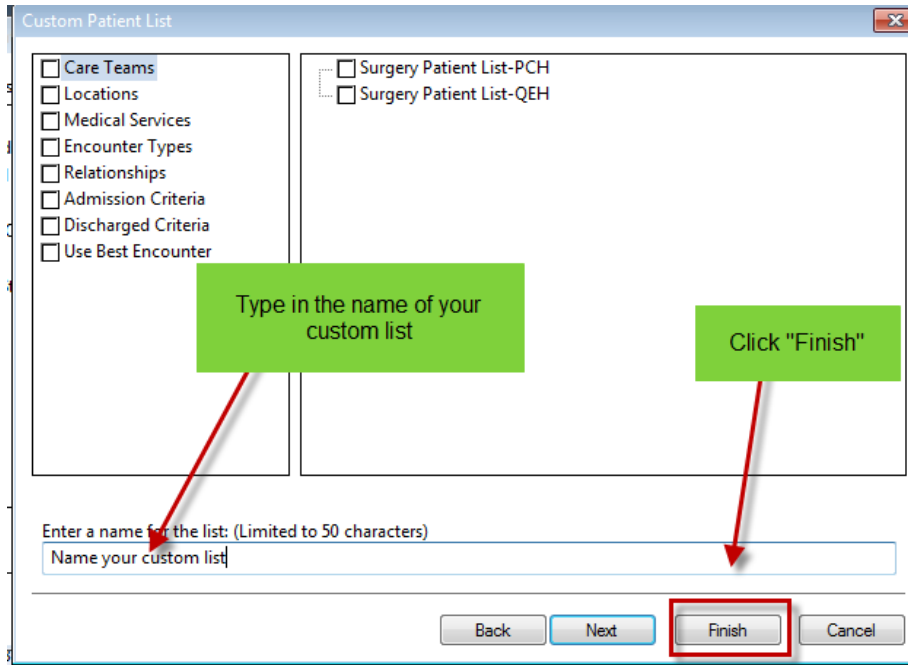
To begin building a patient list:

1. Click on **Patient Lists** tab

2. Click on the List Maintenance icon from the menu bar [icon]. This opens the Modify Patient Lists dialogue box.
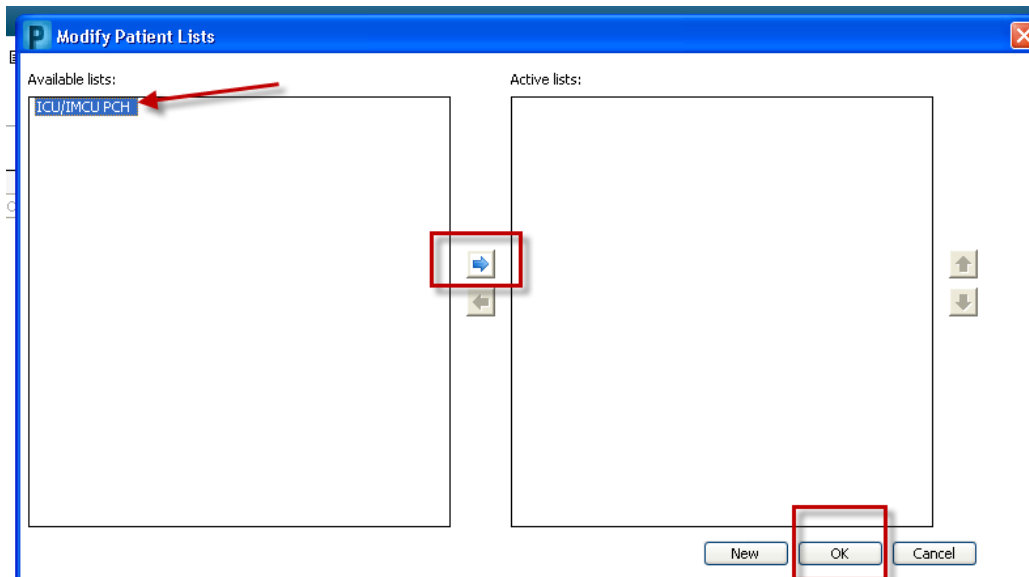

3. Click **New** to activate the patient list maintenance wizard.

4. Choose Custom from the list. Click Next.

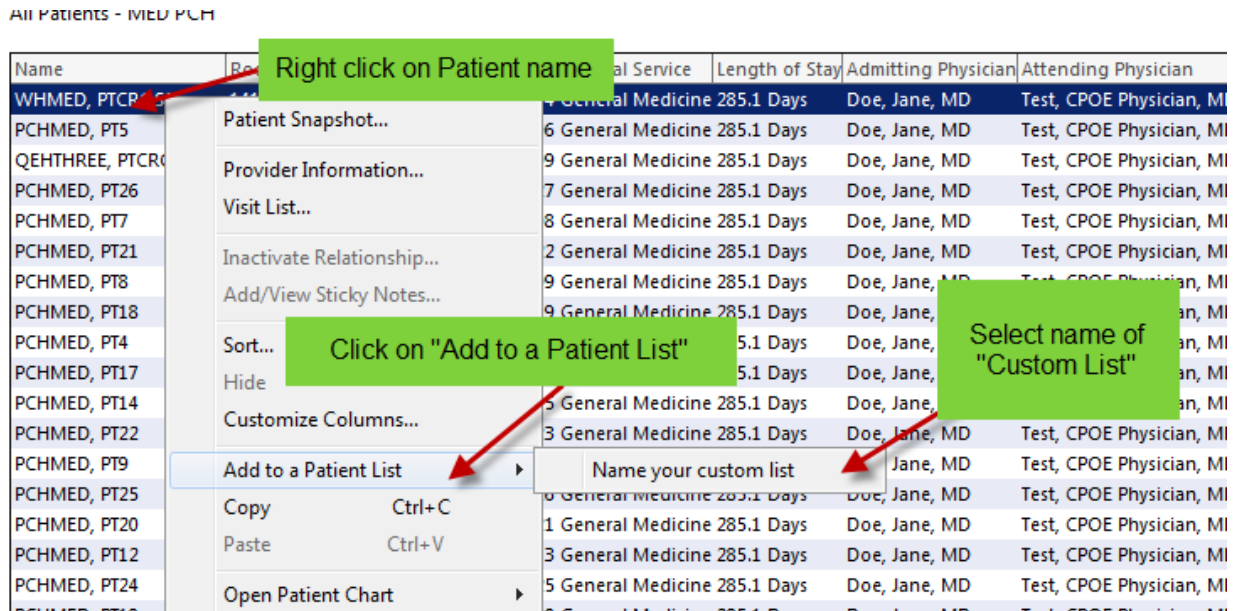5. Type in the name of your custom list. Click on Finish.

Type in the name of your custom list

Click "Finish"

6. Click the location from the Available lists to highlight it. Click the ➡ to move the list to the Active Lists box.

How to Add to a Custom List:
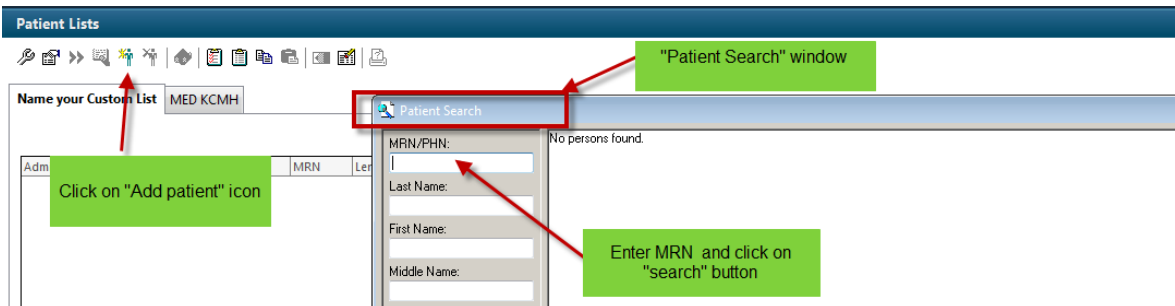
Option 1:

1. With a Location list open, right click on the patient name. Choose the appropriate list.

2. Click Refresh. The patient name will on the custom list.
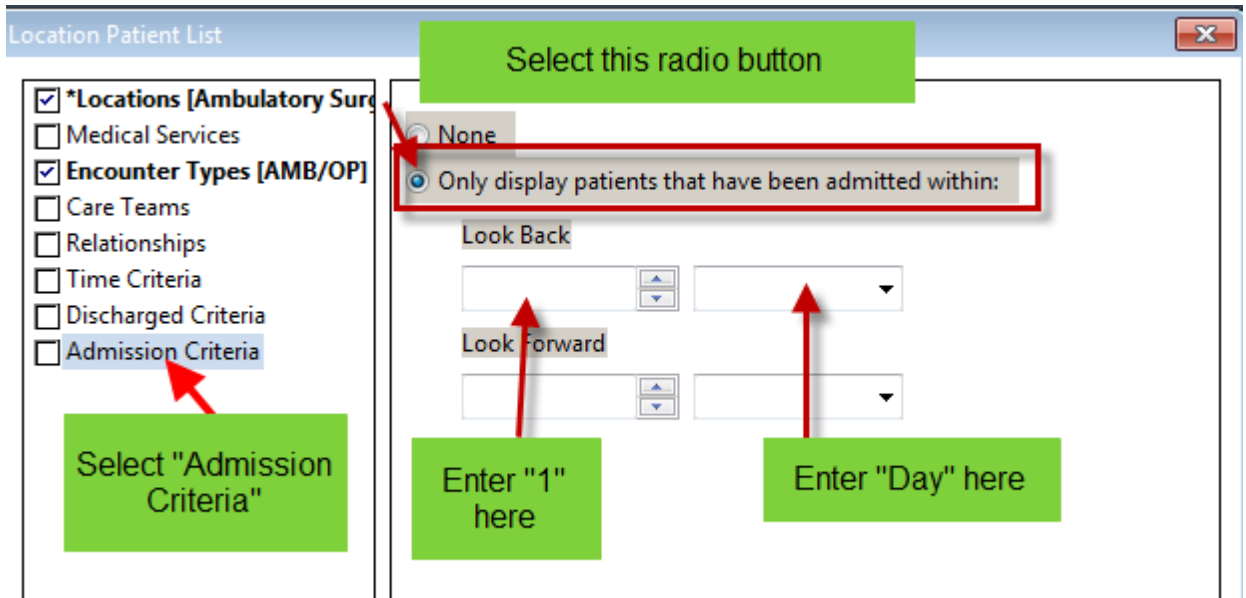
Option 2:

1. In the Patient List, click on the Add Patient icon. The search window opens. Enter the MRN. Click on Search button.

2. Click on patient name and add the patient.
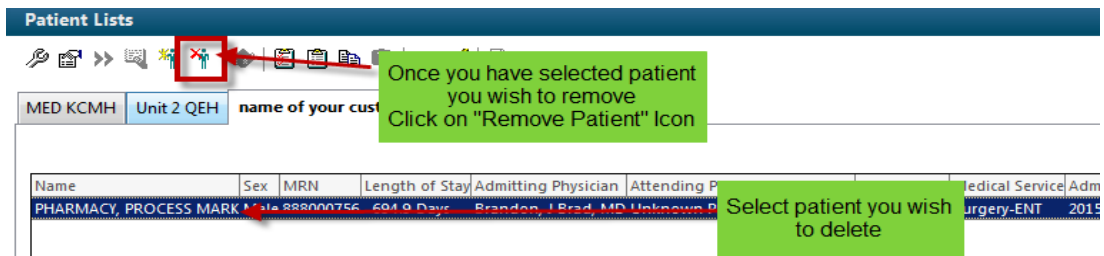3. Refresh your screen and the Patient will be added to your list.

Option 3:

1. With the patient's chart open, click on Patient on the Tool Bar.

2. Choose Add to Patient List
3. Select your custom list

How to Remove a Patient from a Custom List:

1. Highlight the patient name on the list.
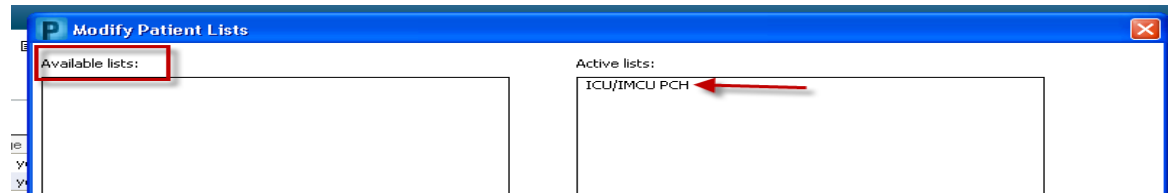2. Click on the Remove Patient icon.

3. Refresh your screen and the patient will be removed from the list.

Deleting Custom List From the Patient List Tab:

1. Click on **Patient Lists** tab.

2. Click on the List Maintenance icon from the menu bar ⬚. This opens the "Modify Patient Lists" dialogue box.

3. If the patient list you wish to delete appears in the "Active Lists" column, you must first move it to the "Available List" column.

4. Highlight the patient list on the active list column.

5. Click on the arrow to move it to the "Available List" column.

6. Right click on the list you wish to delete.

7. Select "**delete patient list**". You are asked if you permanently would like to delete this list.

8. Select **"yes".**

9. The List is now deleted from the Available Patient Lists window