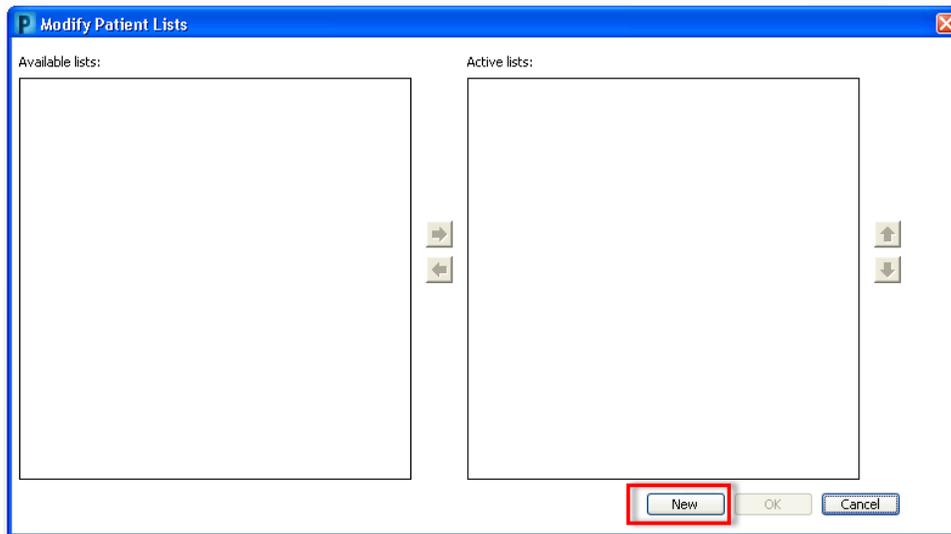


Location List

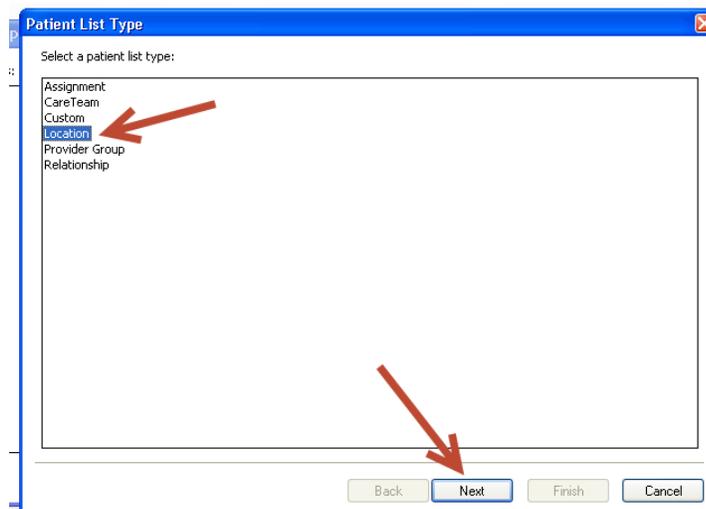
Building a Location List:

To begin building a patient list,

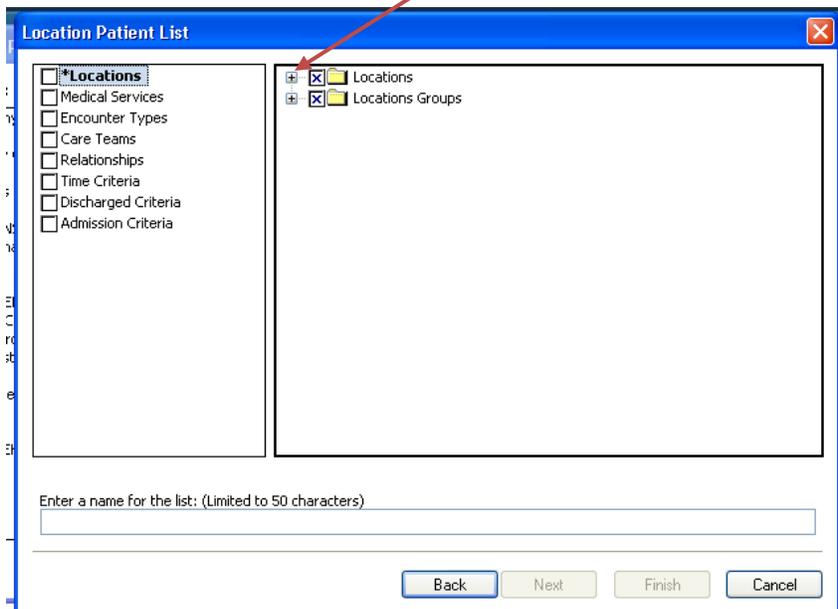
1. Click on **Patient Lists** tab
2. Click on the List Maintenance icon from the menu bar . This opens the Modify Patient Lists dialogue box.



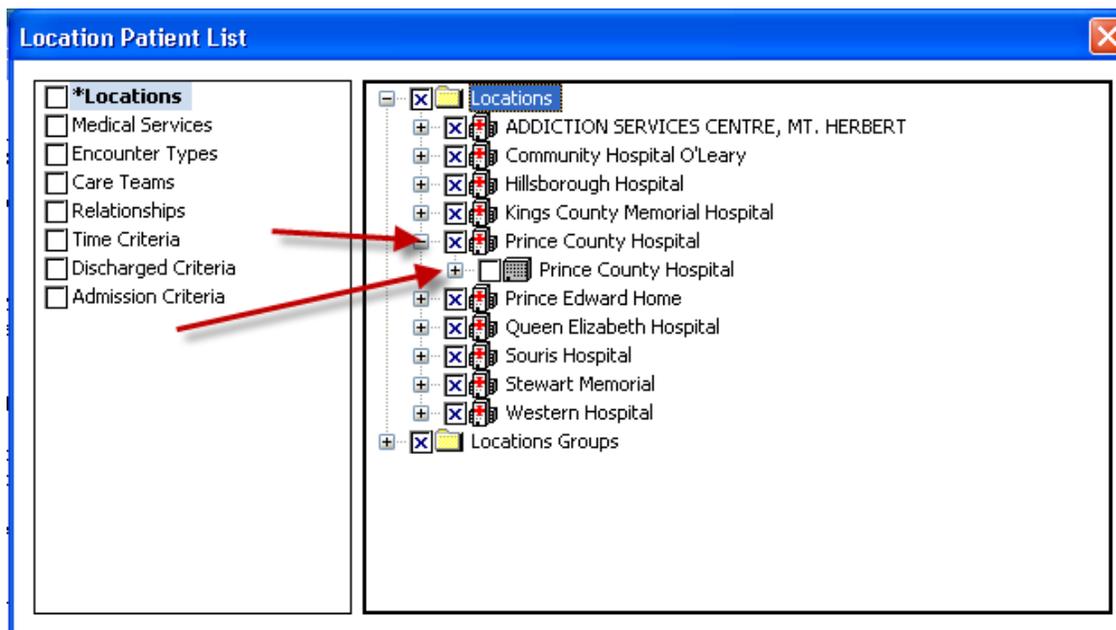
3. Click **New** to activate the patient list maintenance wizard.
4. Select **Location** from the Patient List window. Click **Next**.



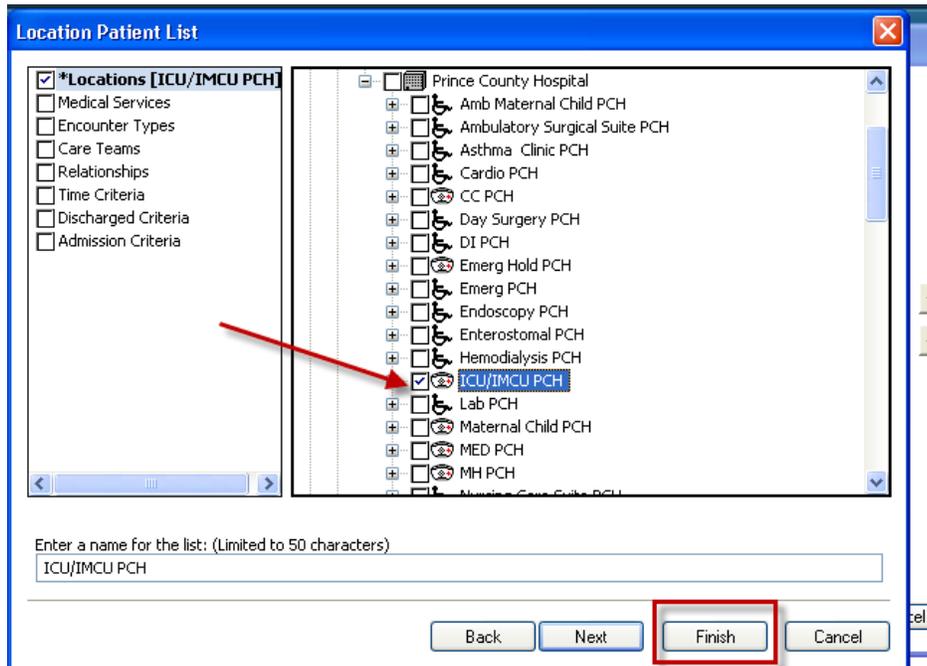
5. Click on the + sign next to Locations on the right hand side to view all the locations available.



6. Click on the appropriate location. A second dropdown will open. Click on + sign again.

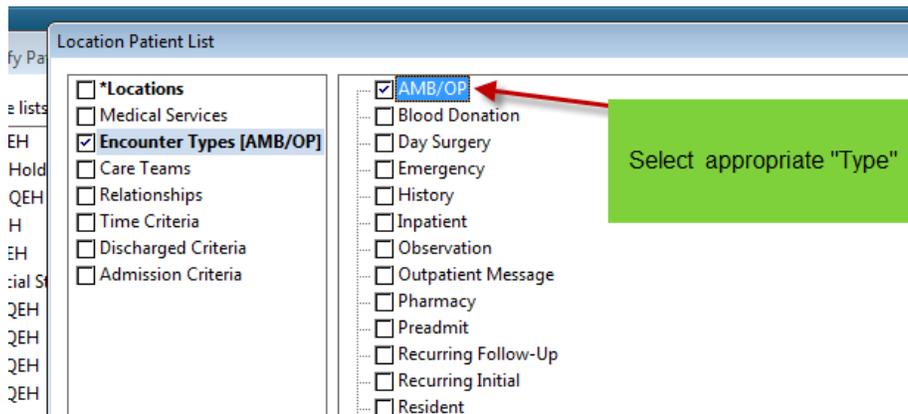


7. Choose unit by clicking on the box. Click **Finish**.

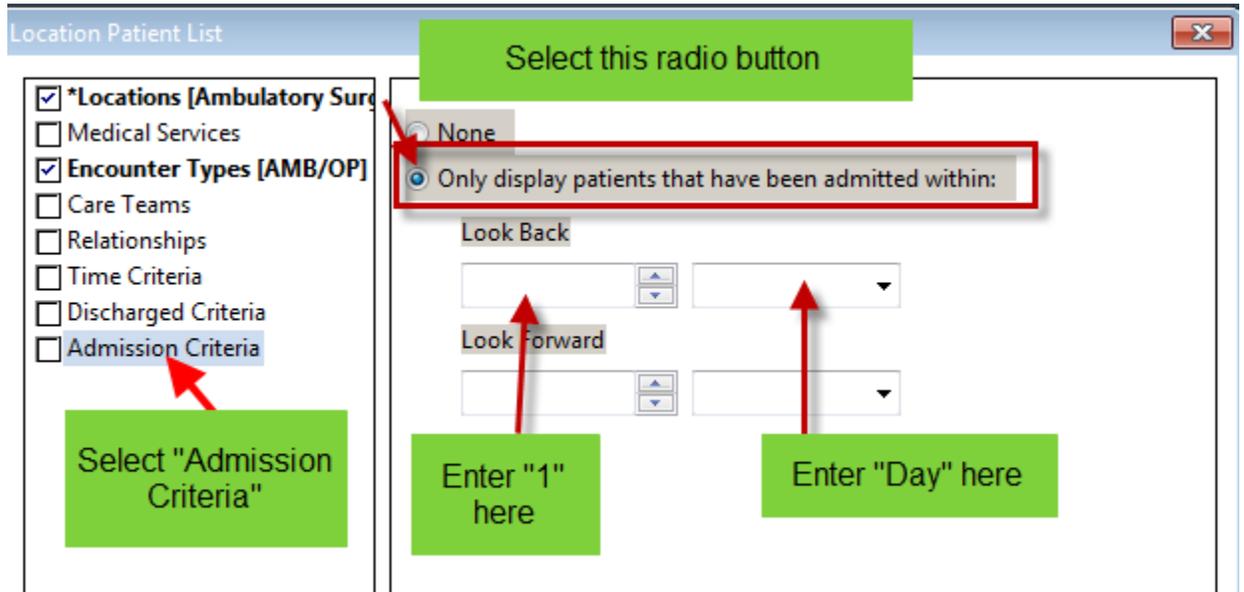


Additional steps for special nursing units (ex. Ambulatory Care)

8. After choosing the appropriate unit, click on **Next**.
9. Filter Status and Type screen appears.
10. Under the Select Encounter Types, choose appropriate encounters (ex. AMB/OP).



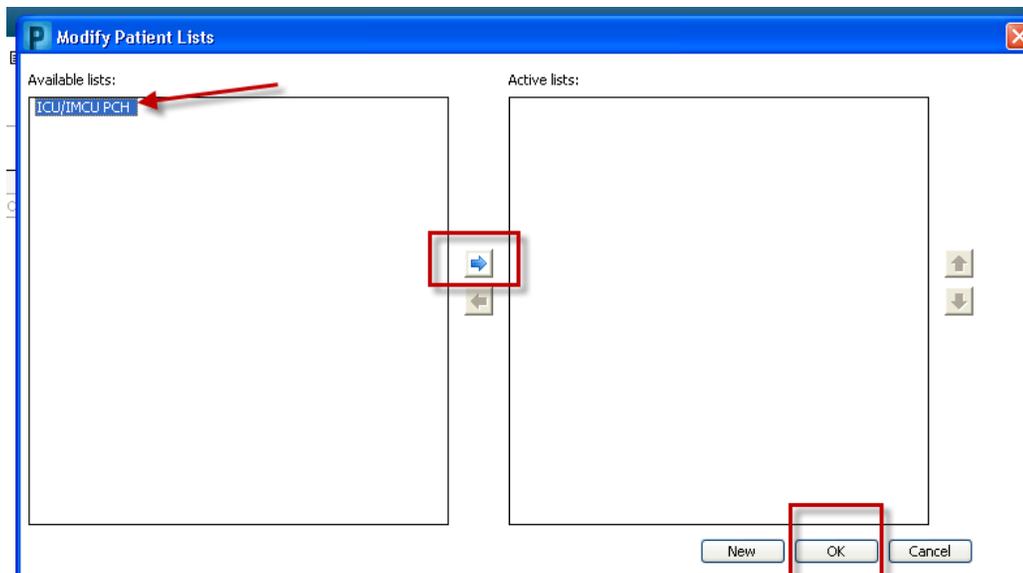
11. Under the Select Admission Criteria, select appropriate time frame



12. Click **Finish**.

This location now appears under the Available Lists of the Modify Patients List Window. Available lists are created by the user, but only appear on the Patient Lists Tab when activated.

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



14. Click OK to save changes and return to the Patient Lists Tab.
15. To move the unit from the Available List highlight the unit name, click on the blue arrow. The unit will be on the Active list. Click OK
16. Your Patient List will populate the unit chosen.

