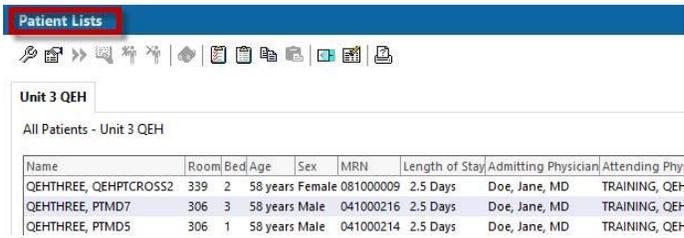


Proxying a Patient List:

Must be done from the “Patient List” Screen



Patient Lists

Unit 3 QEH

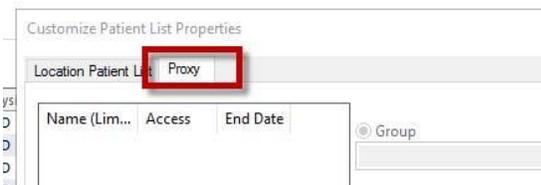
All Patients - Unit 3 QEH

Name	Room	Bed	Age	Sex	MRN	Length of Stay	Admitting Physician	Attending Phy:
QEHTHREE, QEHPTCROSS2	339	2	58 years	Female	081000009	2.5 Days	Doe, Jane, MD	TRAINING, QEF
QEHTHREE, PTMD7	306	3	58 years	Male	041000216	2.5 Days	Doe, Jane, MD	TRAINING, QEF
QEHTHREE, PTMD5	306	1	58 years	Male	041000214	2.5 Days	Doe, Jane, MD	TRAINING, QEF

Click on the “Properties” Icon



Select the “Proxy” tab



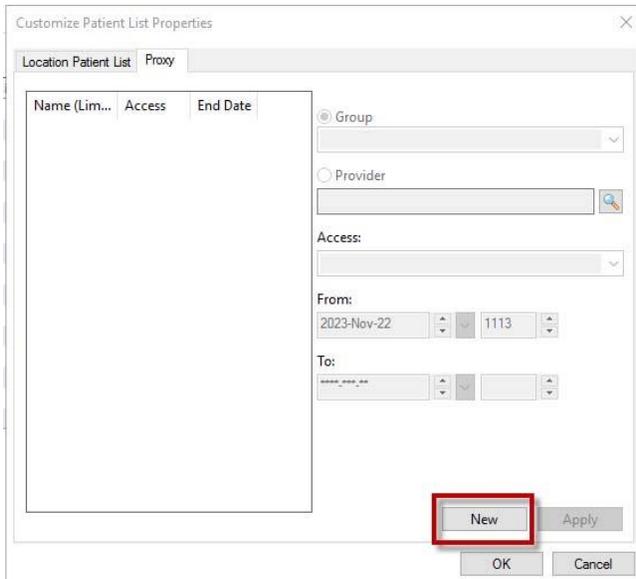
Customize Patient List Properties

Location Patient List **Proxy**

Name (Lim... Access End Date

Group

Select “New”



Customize Patient List Properties

Location Patient List Proxy

Name (Lim... Access End Date

Group

Provider

Access:

From: 2023-Nov-22 1113

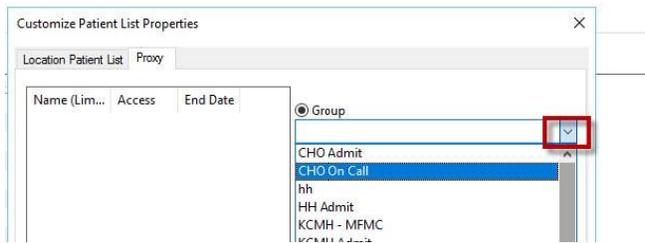
To:

New Apply

OK Cancel

There is an option to select “Group” or “Individual Provider”

If "Group" is selected, click on the drop down arrow to display the list of options



Select applicable option

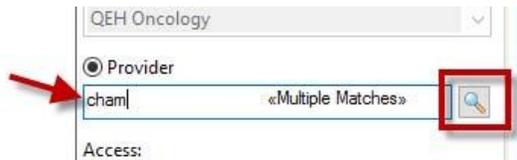
"Group" or "Provider"



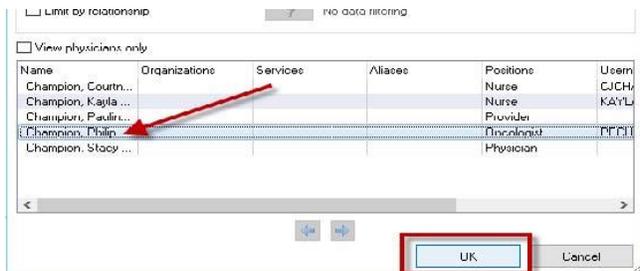
To Proxy to a Specific Clinician: Select "Provider"

To Search, begin typing the first few letters of their last name

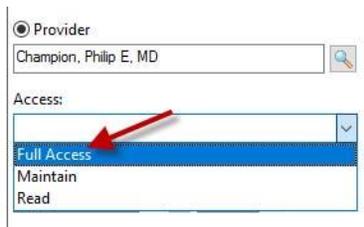
If multiple matches click on the Magnifying glass icon



Select appropriate name from the list displayed and click "OK"



Choose level of access for your proxy

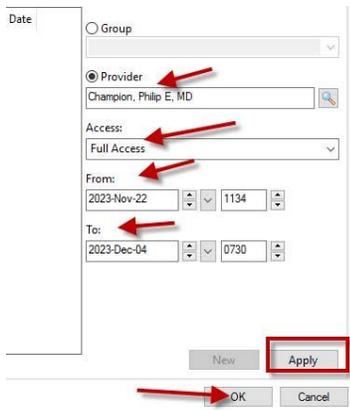


Then choose the proxy time period

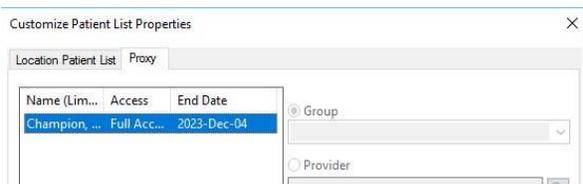
The "From" will display the current date and time but can be changed

Select the "To" date and time

Click "Apply" then click "OK"



Proxy screen will display information

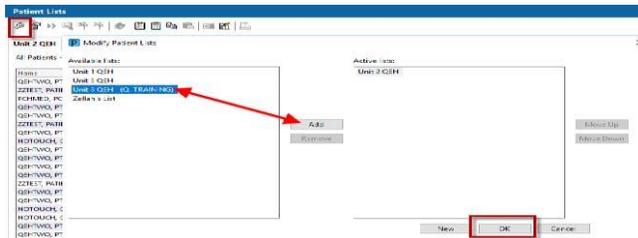


To view a proxied list :

From the Patient List Screen:

1. Select the "wrench" icon
2. "Modified Patient List" opens , the list proxied will display under "Available Lists" and will have the name of the proxying clinician in brackets

3. Click on the name of the proxied list, click on "Add", list name will move to the "Active list"
4. Click "OK"

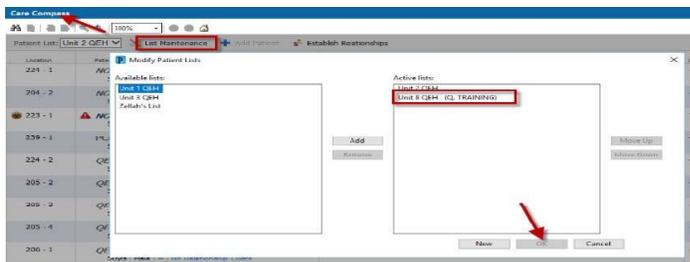


Proxied list will appear on the "Patient List" screen

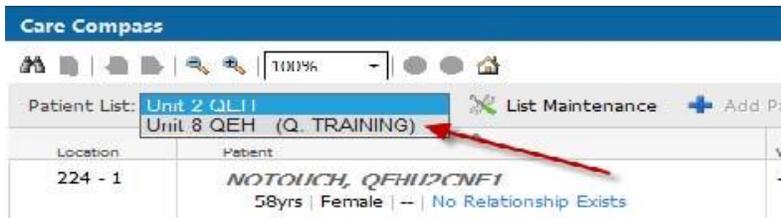


From Care Compass:

1. Click on "List Maintenance"
2. "Modified Patient List" opens, proxied list will display under "Available Lists"
3. List will have the name of the proxying clinician in brackets
4. Click on the name of the proxied list, click on "Add", list name will move to the "Active list", then Click OK



Proxied list is an available option on "Patient List"



To open proxied list click on list name
Proxied list appears on "Care Compass"

