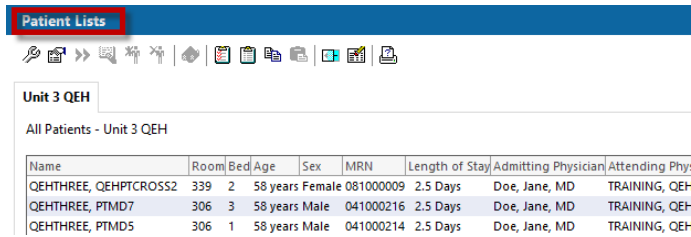


Proxying a Patient List:

Must be done from the "Patient List" Screen



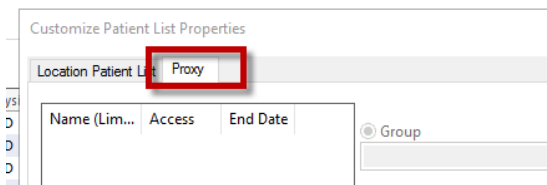
The screenshot shows the "Patient Lists" interface. At the top, there is a blue header with the text "Patient Lists". Below the header is a toolbar with various icons. The main content area is titled "Unit 3 QEH" and "All Patients - Unit 3 QEH". It contains a table with the following data:

Name	Room	Bed	Age	Sex	MRN	Length of Stay	Admitting Physician	Attending Phy:
QEHTHREE, QEHTPCROSS2	339	2	58 years	Female	081000009	2.5 Days	Doe, Jane, MD	TRAINING, QEH
QEHTHREE, PTMD7	306	3	58 years	Male	041000216	2.5 Days	Doe, Jane, MD	TRAINING, QEH
QEHTHREE, PTMD5	306	1	58 years	Male	041000214	2.5 Days	Doe, Jane, MD	TRAINING, QEH

Click on the "Properties" Icon

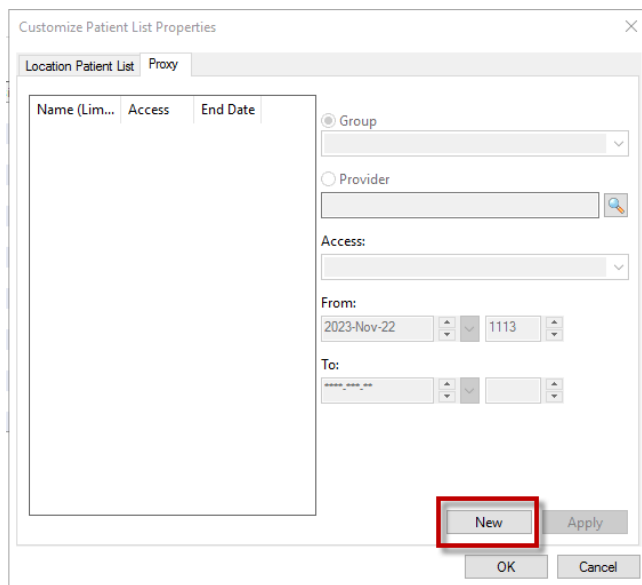


Select the "Proxy" tab



The screenshot shows the "Customize Patient List Properties" dialog box. The "Proxy" tab is selected and highlighted with a red box. The dialog box contains a table with columns "Name (Lim...", "Access", and "End Date". There are also radio buttons for "Group" and "Provider", and a search icon next to the "Provider" radio button.

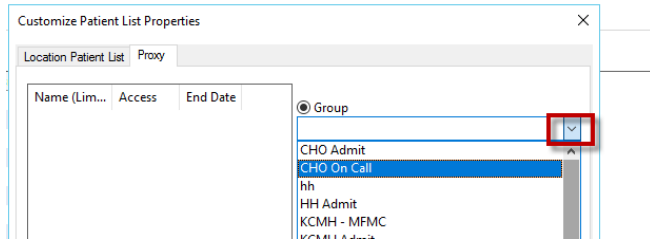
Select "New"



The screenshot shows the "Customize Patient List Properties" dialog box. The "New" button is highlighted with a red box. The dialog box contains a table with columns "Name (Lim...", "Access", and "End Date". There are also radio buttons for "Group" and "Provider", and a search icon next to the "Provider" radio button. The "From:" field is set to "2023-Nov-22" and "1113". The "To:" field is set to "####-###-##".

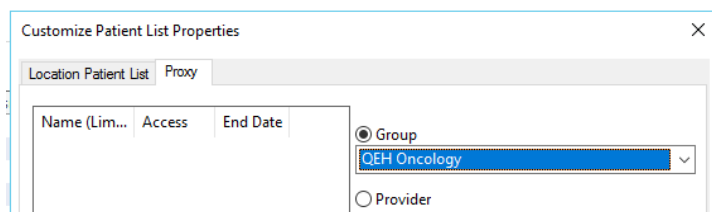
There is an option to select "Group" or "Individual Provider"

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



Select applicable option

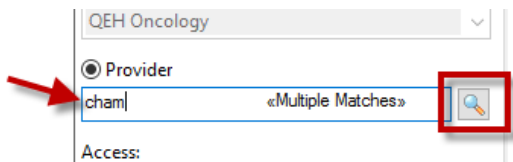
"Group" or "Provider"



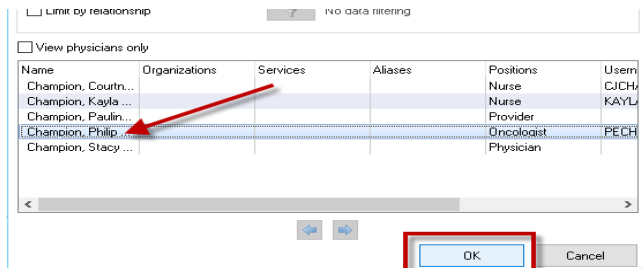
To Proxy to a Specific Clinician: Select "Provider"

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

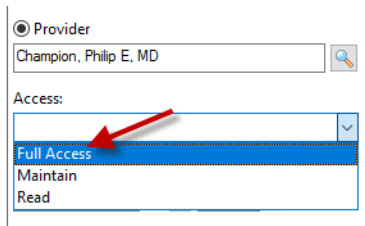
If multiple matches click on the Magnifying glass icon



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



Choose level of access for your proxy

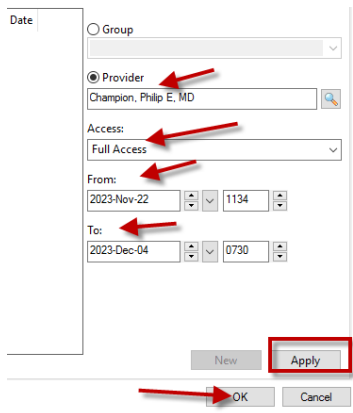


Then choose the proxy time period

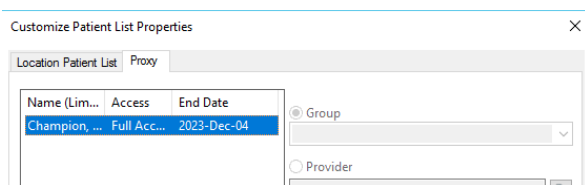
The “From” will display the current date and time but can be changed

Select the “To” date and time

Click “Apply” then click “OK”



Proxy screen will display information



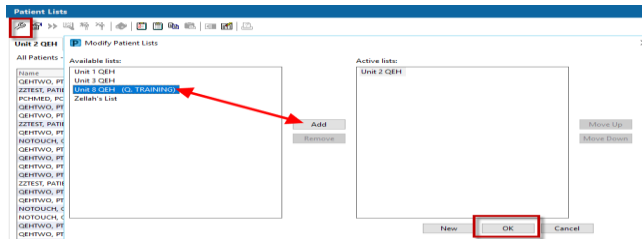
To view a proxied list :

From the Patient List Screen:

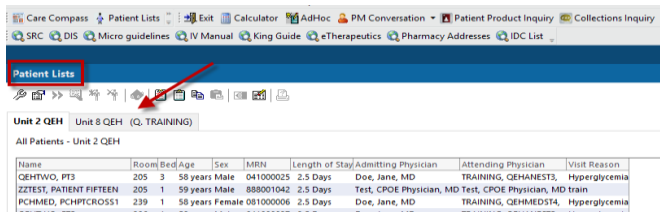
1. Select the “wrench” icon
2. “Modified Patient List” opens , the list proxied will display under “Available Lists”and will have the name of the proxing clinician in brackets

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:

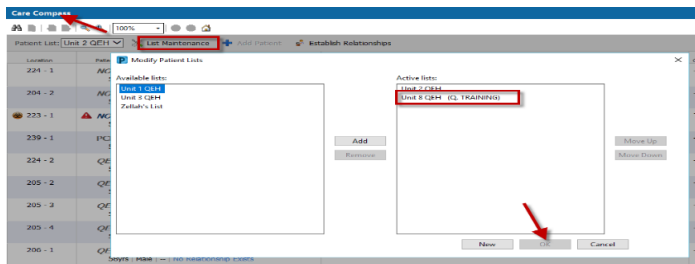
1. Click on “List Maintenance”

2. “Modified Patient List” opens , proxied list will display under “Available Lists”

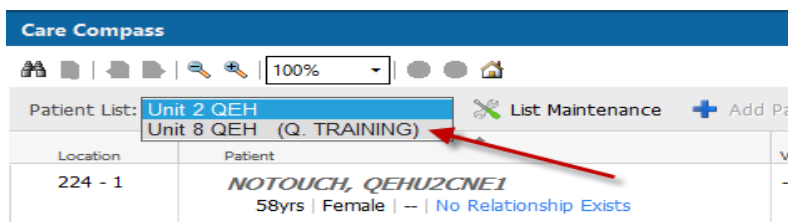
3. List will have the name of the proxing clinician in brackets

4. Click on the name of the proxied list, click on “Add”, list name will move to the “Active list”

5. 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"

