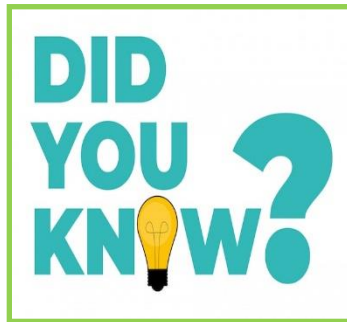



Privacy Matters

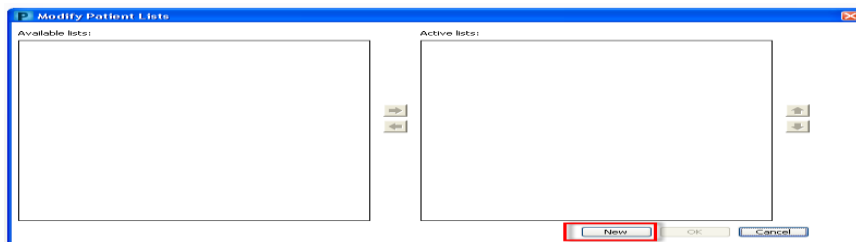


Did you know that it is important for accuracy and auditing purposes to ensure that you are keeping your patient lists “cleaned up”? It is up to each staff to deactivate patient lists for areas that you no longer work in or no longer need to access.

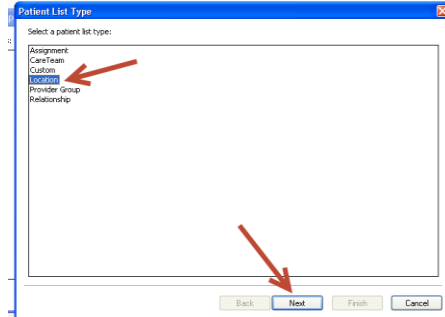
Building a Location List:

To begin building a patient list, Click on **Patient Lists** tab

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

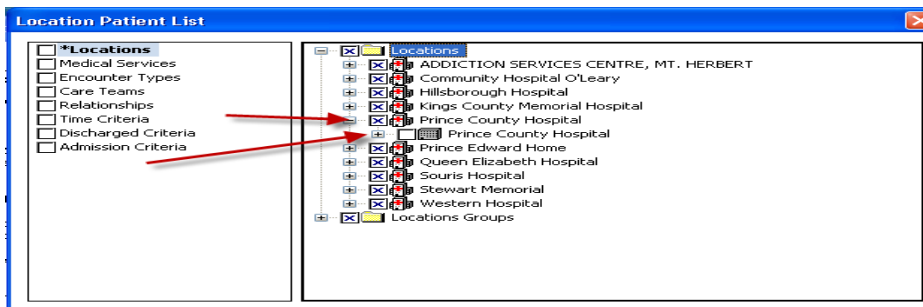


2. Click **New** to activate the patient list maintenance wizard.
3. Select **Location** from the Patient List window. Click **Next**.

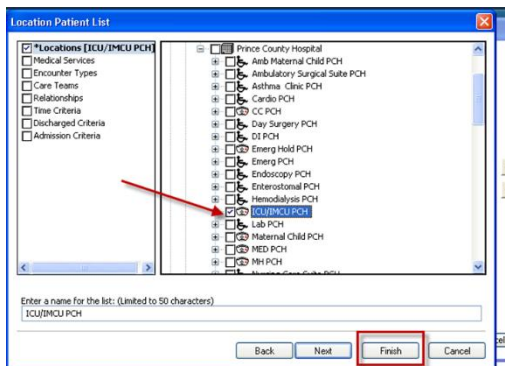


4. Click on the + sign next to Locations on the right hand side to view all the locations available.


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

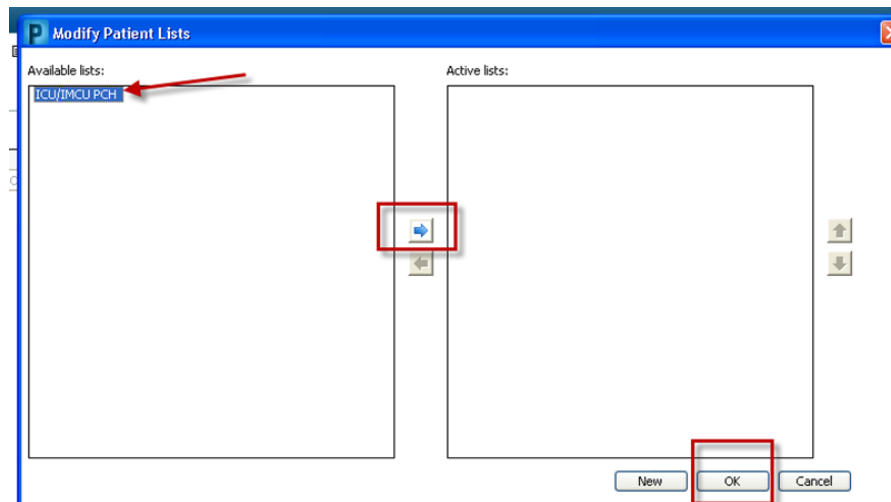


6. Choose unit by clicking on the box. Click **Finish**.

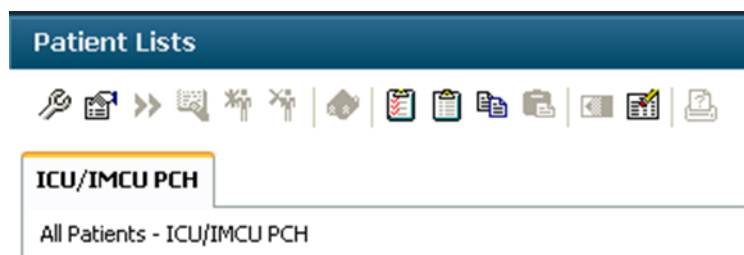


7. This location now appears under the Available Lists of the Modify Patients List Window. Available lists are created by the user, but only appear on the Patient Lists Tab when activated.

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



9. Click OK to save changes and return to the Patient Lists Tab.
10. 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
11. Your Patient List will populate the unit chosen.



To remove, repeat Step 11 in reverse (Move list from Active to Available) and right click on **DELETE PATIENT LIST** and click ok .