

CLINICAL INFORMATICS

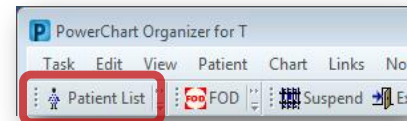


Saint Thomas
Health

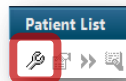
Improving healthcare
through technology.

Creating a Custom Patient List

1. Log onto PowerChart and click to select **Patient List** inside the toolbar field.



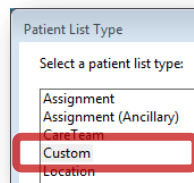
2. Click on the **Wrench** icon.



3. Click **New** button.



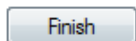
4. Click **Custom** then the **Next** button.




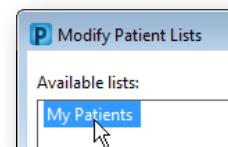
Enter a name for the list: (Limited to 50 characters)
My Patients

5. On the bottom of the window, enter the name of your customized list, e.g., **My Patients**.

6. Click **Finish** button.



7. Click to highlight the custom patient list and click on  to move it to the **Active lists** column. Click **OK**.



Active lists:
My Patients

To add patient(s) to your custom patient list:

i. Select the patient(s) from your facility/unit list.

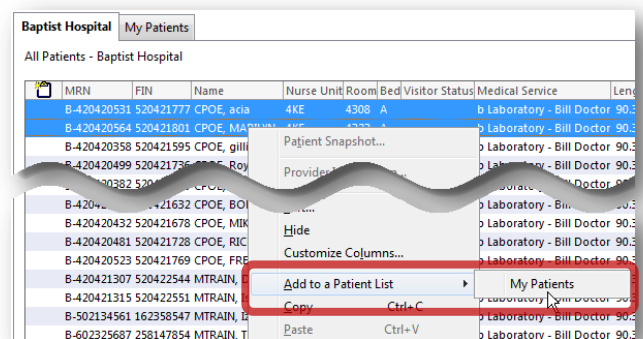
Note: To multi-select, hold down the **Ctrl** key while clicking on the patient names.

ii. Right-click on the highlighted patients and hover over **Add to a Patient List**.

iii. Click to select **My Patients**.

iv. Click on the **My Patients** tab then **refresh** the screen.

The added patients should appear on **My Patients** tab.



MRN	FIN	Name	Location	Vis
B-420420531	520421777	CPOE, acia	4KE 4308 A	
B-420420564	520421801	CPOE, MARILYN	4KE 4323 A	

To delete a patient from a custom patient list, right click on the patient and select **Remove Patient from List**. **Refresh** the screen.

