

Creating a Custom Patient List

Patient List Type

Assignment Assignment (Ancillary)

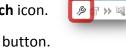
Custom

Select a patient list type:

- Log onto PowerChart and click to select Patient List inside the toolbar field.
- 2. Click on the Wrench icon.

New

3. Click



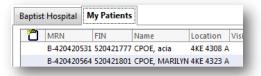
- 4. Click **Custom** then the **Next** button.
- 5. On the bottom of the window, enter the name of your customized list, e.g., My Patients.
- 6. Click Finish button.
- Click to highlight the custom patient list and click on it to move it to the Active lists column. Click OK.

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

- 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.

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iv. Click on the My Patients tab then **refresh** the screen. The added patients should appear on **My Patients** tab.



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





PowerChart Organizer for T

My Patients

🍦 Patient List

Task Edit View Patient Chart Links No

FOD 🔛 Suspend

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

ptist	t Hospital	My Patients						
ll Pat	ients - Bapt	ist Hospital						
2	MRN	FIN	Name	Nurse Unit	Room I	Bed Visitor Status	Medical Service	Len
	B-4204205	31 520421777	CPOE, acia		4308		b Laboratory - Bill	
	B-4204205	54 520421801	CPOE, MAPTINAL	4V/F	4333		þ Laboratory - Bill	
	B-4204203	58 520421595	CPOE, gilli	Patient Snapshot		Laboratory - Bill	Doctor 90.	
-	R-4204204	99 520421736	Roy	Provider	-	-	o Lahaminov - Bill	Doctor 90.
	203	32 529	CPUL,	Providio			Julait.	Doctor of
	B-4204-	.+21632	CPOE, BOI				b Laboratory - Bin	
	B-42042043	32 520421678	CPOE, MIK	Hide			Laboratory - Bill	Doctor 90.
	B-4204204	31 520421728	CPOE, RIC	_			Laboratory - Bill	Doctor 90.
	B-4204205	23 520421769	CPOE, FRE	Customize Columns		b Laboratory - Bill	Doctor 90,	
	B-4204213	07 520422544	MTRAIN,	Add to a Pa	atient List 🔹 🕨	My Patients		
	B-4204213	15 520422551	MTRAIN, I	-				
	B-50213456	51 162358547	MTRAIN, L	Copy		Ctrl+C	b Laboratory - Bill	
	B-6023256	37 258147854	MTRAIN T	Paste		Ctrl+V	b Laboratory - Bill	

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