one**Chart**   *Building a Location Patient List*

1. To build the Location Patient List, click the **Wrench** icon 🔧 in the Patient List view.

2. Click the **New** button [New] at the bottom right hand corner of the Modify Patient List window.

3. The Patient List Type window will display. Select **location**
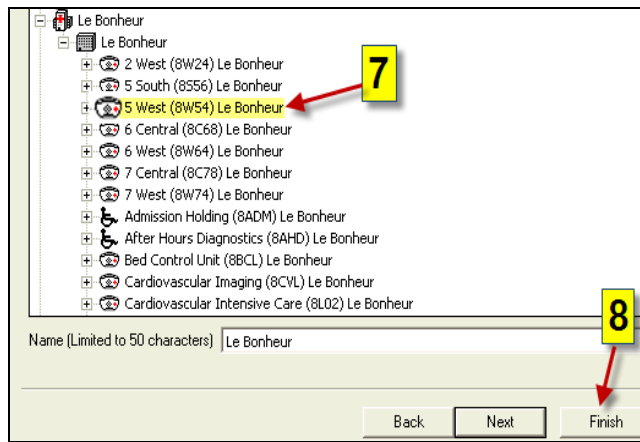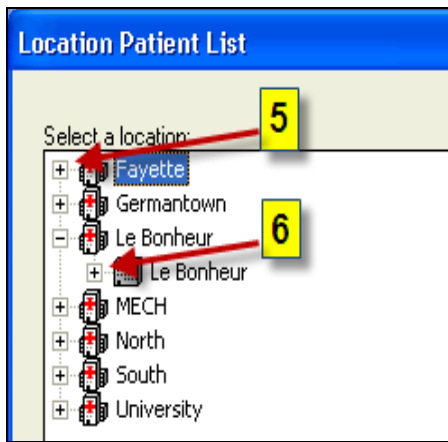
Select a patient list type:
CareTeam
Custom
Lifetime Relationship
Location

4. Click the **Next** button [Next] at the bottom of the window.

5. Click the plus sign ⊞ in front of the selected hospital.

6. Click the plus sign ⊞ in front of the hospital name ⊞ 🖳 Le Bonheur .

7. Click the nurse hat icon 🚑 in front of the location. **<u>Do not</u>** click on the plus sign ⊞.

8. Click **Finish.**

9. The list name will display in the **Available lists** column. To activate the list, **highlight** the list name.

10. Click on the **blue arrow** in the center of the window to move the list name to the Active lists column.

11. Validate the list is in the Active Lists column then Click **Ok.** The list will now be activated for use.
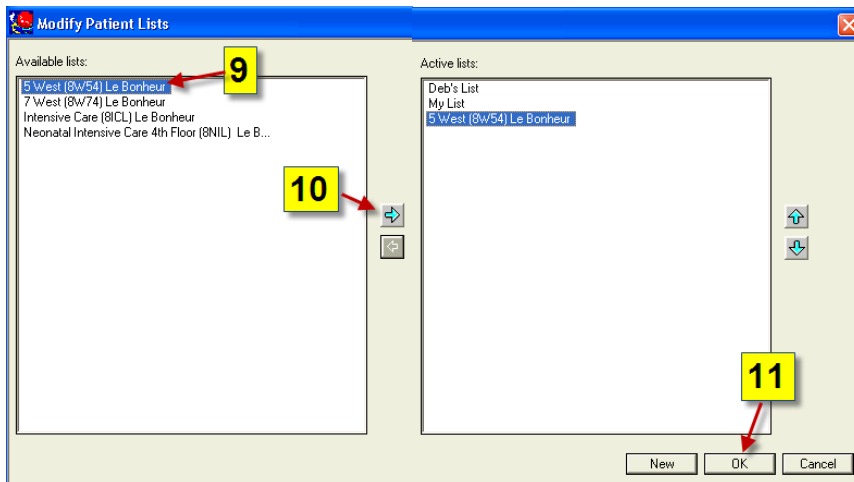

12. The list displays on a tab in the **Patient List** view.

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Patient List Properties & List Adjustments
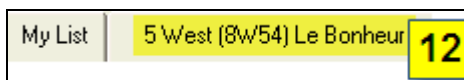
Use Patient List Properties to Modify a List

1. To access Properties, click the **Properties icon** located in the Patient List view.

2. The Customize Patient List Properties window displays.

3. Changes may be made to **Filter Status and Type, Proxy,** and **Filter Facility**. Select the appropriate tab.

4. Make desired changes by clicking in the appropriate boxes.

5. Click **OK**.
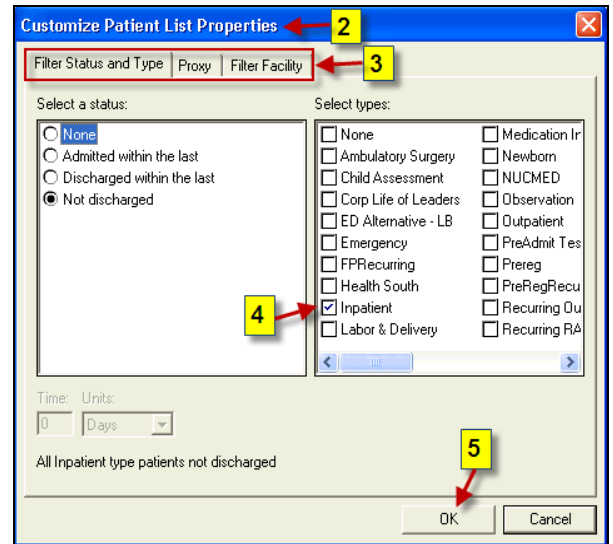
Making List Adjustments

The following patient list adjustments can be made: Make an Available list active, make an Active List available, and Delete an Available list.

1. To make adjustments to patient lists, click on the Wrench icon.

2. To **move** a list between the Available and Active list columns, highlight the list name in the appropriate column.

3. Click the arrow in the center of the window to move the list in the desired direction.

4. To **delete** an available list, right click on the list name

5. Select **Delete Patient List.**

6. A message will display alerting the user that the list is about to be permanently deleted. Click **Yes** to delete the list.

7. When completed with adjustments, Click **OK.**

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