Intended Audience: All Inpatient Clinical Staff

Quick reference for using Patient Lists

Using System Lists

You can use system lists to find patients multiple ways. You can look for someone on a particular unit, or if you are a specialty role, there may be a pre-created list specific to your role.

- 1. Go to your Patient Lists activity page
- 2. Look for the Available Lists section
- 3. Click on your hospital location's HM folder
- 4. To see all patients on a particular unit, click the **Units** folder
 - <u>Note</u>: There are other folders available under your hospital location. You can also select one of these other folders if it pertains to your specialty.
- 5. Select a unit list with the people icon
 - A list of all the patients in that unit will populate



Search Patient Lists

- 1. Search for a patient in any of your My Lists by typing a few letters of his name in the **Search** field. The field turns green when you've entered enough to search by.
 - When typing a last and first name, separate them by a comma. For example, enter **smi, joh**.
- 2. If you don't find the patient you're looking for, click a suggestion button in the header to search a system list, such as **All Admitted Patients**.

•	Hyperspace	e - HMSL MAIN 4E - A	CE01 - SII	ONEY	-IPRN 🖾					Ŀ	
Epic - 🕴 Patient Lookup 🌜 Telephone Ca	all 🔰 🎞 Track Boa	ard 📗 Calculator 🔎 My	Reports	Roth	man Unit/F	'L			əə 🚷 🤳	🔹 🔒 Print	- ⊡+Log
÷= 🔯 🚥									A	CE01	Q
Patient Lists											
	손 Sign Out 🛛 📙 P	Pre-assign 🗧 🔁 Pt Location	▼ 2 ≤ V	/ork Lis	st 🛛 🌐 Flo	owsheet	is %	MAR	🐯 Rothr	man Unit/PL	. More -
My Lists	Results of Sea	rching Current Locati	on for "b	at,jas'					bat,jas	;	×
⇒ Wy Patients Wy Patients - All Hospitals	Still Looking? Try these lists: All My Lists 2 HMSL - All Admit All Preadmits										
¬ → My Unit			-					Uns Ord			
	Patient Locatio A Dept/I	Patient Roon Name/Age/Sex	Problem	Coc Stat	MD Notificatic	Prof Char(Register Nurse	Patient Class	New MD Consults
Available Lists	HMSL HMSL	4W / Batzos, J (30	None	F						Inpatient	



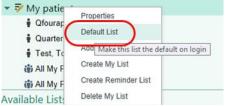
Add a Patient to your My Patients List

Depending on your role, you can add a patient to your My Patients list in multiple ways.

- 1. Right-click on the patient name
- 2. Select Assign Me to place the patient in your list AND assign yourself to the patient's treatment team
 - <u>Note</u>: You can also highlight the patient name, and "drag and drop" the patient's name into your My Patients list. <u>This does not add you to the patient's treatment team</u>

Results of Searching	Curre	nt Locatio	on for "b	at,jas" 1	Patient		
Still Looking? Try these	lists:	All My L	ists	HMSL -	All Admit	All Preadmits	
		om/Bed		tient Name	a/Age/Sex		
HMSL HOSPITAL	TRN M	MAIN 4W / 0 ain 4W HMS om / Main 4	SL Ba	tzos, J (30	y.o. F)		
					Assign Me End My Ass Assign Other End Others' Treatment T	rs Assignments	
← ♀ ₽ Profile	🗏 New	Orders 📃	Due Meds	🗏 Rx M	Assign Tear Remove Tea List Member	ams	Ris
Batzos, Jasn	nin-	PCA #	20026	569 ((Copy Patien	t	y.(

3. Your assigned patients should also display in Rover. If you do not see your assigned patients in rover, in hyperspace on your normal workstation, right click your '**My Patient**' list and select '**Default List**."



Add a Unit or System List to your My Patients List

- 1. Go to the Patient Lists activity page
- 2. Right-click on a list and select **Send** To, then choose your **My Patients** list (or any one of your My Lists)
 - You can also right-click on a list and select Copy List, then right-click on your My Patients and select Paste List.



• You can also select a list, and "drag and drop" that list into your My Patients list

<u>Note</u>: If you right-click a system list and **Save as Favorite**, this creates a **My Favorite Lists** under your My Lists section. You can add multiple system lists to your Favorite Lists

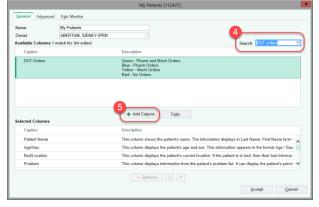


Add Column to your My Patients List

- 1. Go to the Patient Lists activity page
- 2. Right-click on your My Patients list, or on the desired My List to which you would like to add a column
- 3. Select Properties

👂 Edit List 👻 💉 Sign In 💉 Sign	n In Others 🔌 Sign Out 🙏 Pre-assign 🕘 Pt Location 👻 🌿 W
My Lists	My Patients 3 nts
Wy Unit	Properties
🖬 Shared Patient Lists	Default List Update the settings of the current list Be
	Add Patient Create My List
Available Lists	Create Reminder List
Recent Searches	Delete My List
Dim System Lists	

- In the search bar to the right, type in the name of a column you would like to add, for example, DVT Orders
- 5. Select the column name you would like to add and click + Add Column



- 6. The column name will appear in the Selected Columns sections
- 7. Use the arrows to specify the order in which you would like to sort your columns
- 8. Accept then you are done
- 9. The new column will now appear when viewing the My List you just edited

Name: Owner:	My Patients ABERTAM, SIDNEY-IPRN				
	matches for 'dvt orders'		Se	arch: DVT orders	
Caption		Description			
		No matches found			
		Add Column Copy			
Selected Columns)	+ Add Column Cgpy			
Selected Columns Caption		+ Add Column Capy Description			
	er Status		g the status of the follow-up do	cumentation for the pati	ient.
Caption	er Status	Description	g the status of the follow-up doe		
Caption Follow-up Provide		Description The column displays an icon indicatin	g the status of the follow-up doe		
Follow-up Provide DVT Orders	Risk	Description The column displays an icon indicatin Green - Pharm and Mech Orders Blue	g the status of the follow-up doe	n Orders Red - No Orde	Hrs

Create a new My List

- 1. Click on the **Feature** button in the upper left corner
- 2. Select Create My List



- 3. A new window opens
- 4. In the **Name** field, type in a name for the list
- 5. In the **Available Columns** section, you can search for the individual columns you want to see when you use this My List
- Highlight a type of column, and click
 Add Column
- The newly added column names will display in the Selected Columns section in bottom half of the window
- 8. Use the Remove A V buttons to rearrange your columns in the order you would like to see them
- 9. Click Accept when you are done

		[112561]	
General Advanced	Epic Monitor		
Name:		9	
Owner:	ABERTAM, SIDNEY-IPF	RN 🔎	
Available Columns 18 n	natches for 'patient'	Search: patient	>
Caption		Description	
Patient Class		This column displays the patient's patient class. This information appears as it was entered.	,
Patient Location		This column displays the patient's current location.	
Patient Name			
Patient Name			
Patient Name / Age	/ Sex or Bed Status	This column displays the patient's name, age, and sex if the bed is occupied or the bed status if it is not occupied.	,
Patient Name/Ace/S		This column displays patient name, age, and sex. The information displays in Lastname	
Still Looking? Show mate	hes in descriptions	6 + Add Column Copy	
Selected Columns			
Caption		Description	
Patient Name		This column shows the patient's name. The information displays in Last Name, First Name form ···	
Last Admission Date	9	This column displays the patient's most recent inpatient admission. If the patient is currently ad $\!$	
		9 Accept <u>C</u> ance	el

Important Note: To have patients populate in this list, you must either have a system list added to this My List, or you must manually add patients to this list

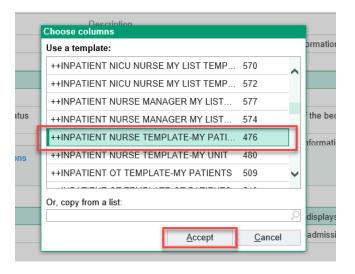
Copy an Existing User Template to Quickly Add Columns to your My List

You can quickly add columns to your list by copying an existing template. For example, if a nurse wants to create a personalized list and have the same columns as the standard nursing template, you can copy the nursing template to quickly add those nursing columns to your My List.

1. Click the Copy button in the middle of the Create My List window

Owner: ABERTAM, SIDNEY-IPRN	
vailable Columns 18 matches for 'patient'	Search: patient
Caption	Description
Patient Class	This column displays the patient's patient class. This information appears as it was entered.
Patient Location	This column displays the patient's current location.
Patient Name	
Patient Name	
Patient Name / Age / Sex or Bed Status	This column displays the patient's name, age, and sex if the bed is occupied or the bed status if it is not occupied.
Patient Name/Age/Sex	This column displays patient name age and sex. The information displays in Lastname
still Looking? Show matches in descriptions ielected Columns	Add Column Cgpy
Caption	Description
Patient Name	This column shows the patient's name. The information displays in Last Name, First Name form \cdots
i auoni ivanio	This column displays the patient's most recent inpatient admission. If the patient is currently ad \cdots
Last Admission Date	

- 2. Search for the appropriate template that matches your job role
 - For example, an inpatient nurse might select an inpatient nurse template
- 3. Highlight the template you would like to copy
- 4. Click Accept



- 5. In the Selected Columns section, you can see the columns that are included with the chosen template
- 6. Use the buttons to rearrange your columns in the order you would like to see them
- 7. Click Accept when you are done

Important Note: To have patients populate in this list, you must either have a system list added to this My List, or you must manually add patients to this list



Sharing your Customized My List

- 1. Go to the Advanced tab
- 2. Locate the Allow access to any of the following section, and in the User field, type in the name of the user(s) with whom you would like to share your My List
- 3. Select what type of Access Level you would like to allow
 - Add/Remove Patients allows that user(s) to add/remove patients from this shared list
 - Change Accessibility allows that user(s) to modify who can access this shared list
 - Delete Patient List allows that user(s) to be able to delete this shared list
 - Modify Properties allows that user(s) to be able to modify this shared list
 - View Only only allows that user(s) to be able to view this shared list
- 4. Click Accept
- 5. The other user(s) you specified should be able to now see your shared My List under the **Shared Patient List** folder

Important Note: To have patients populate in this list, you must either have a system list added to this My List, or you must manually add patients to this list

	Jasmin's list [112561]		x	-	and the second
Ge 1 Advanced Epic Monitor				Epice Patient Lookup (Telephon	ve Cali 📗 Track Board 🛔
Default Report:					
Refresh Interval (in minutes):				Patient Lists	
Show number of patients in the list				💀 Egit List 🗸 🎐 Sign In 🔏 Sign Out 🔅	Pre-assign Pt Local
Allow access to any of the following:				My Lists	My Patients O Patient
User	Access Level				
ALEXANDER, JAMIE		θ	Q	The Patients	Detion
	۹.	Title	Number	5 My Unit	Patient Age/Sr Bed/L
		Add/Remove Patients	3	Shared Patient Lists	
		Change Accessibility	5	JAS Shared List	1
		Delete Patient List	6	O Pre login screen patient list	
		Modify Properties	4		
		View Only	2		
		View Only	2		
				Available Lists	
				Recent Searches	- A Prote
				D System Lists	No patient select
				D HMH	0
				Preadmitted Patients	Select a pa
				Recently Discharged	
		4 Accept	<u>C</u> ancel	harden and and and	a marking of