INTERPROFESSIONAL REHAB/ALLIED HEALTH

*Important Note: Please ensure that whenever you create or modify any Patient Lists in PowerChart that you use the Exit button to close out of the application to save the changes. If you close PowerChart using the red "X" or if your PowerChart closes due to a timeout, your Patient Lists will **NOT** be saved.
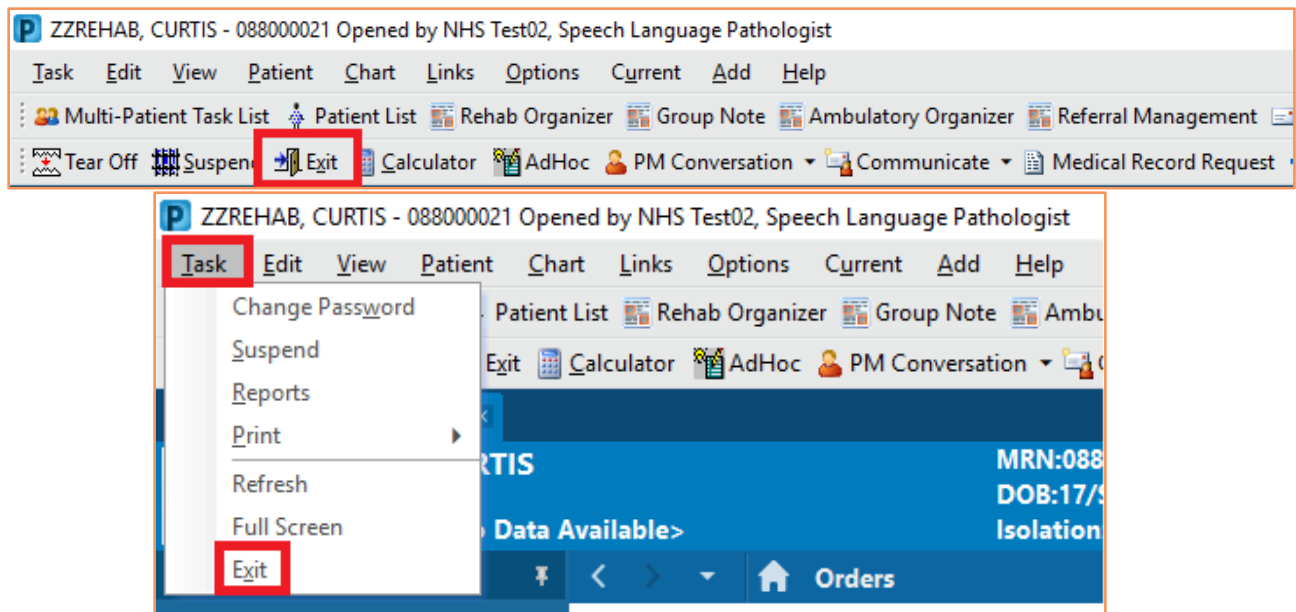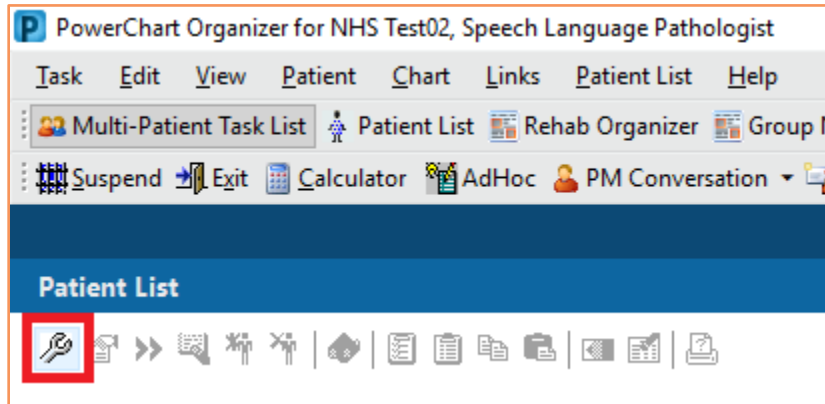

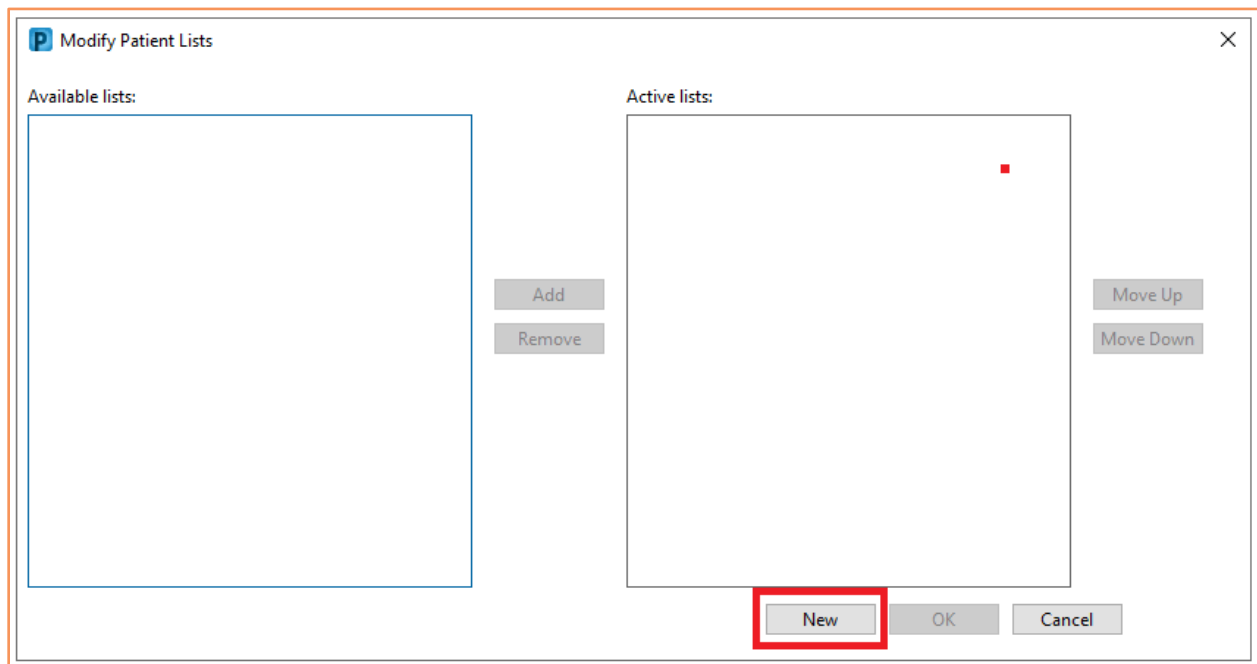**Creating and Managing a Location Based Patient List:**

Select the Patient List icon from the Organizer Level toolbar.
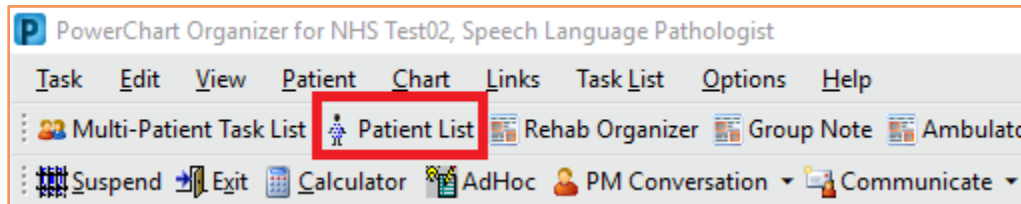
Select the List Maintenance (Wrench icon) from the action bar near the top of the Patient List screen.
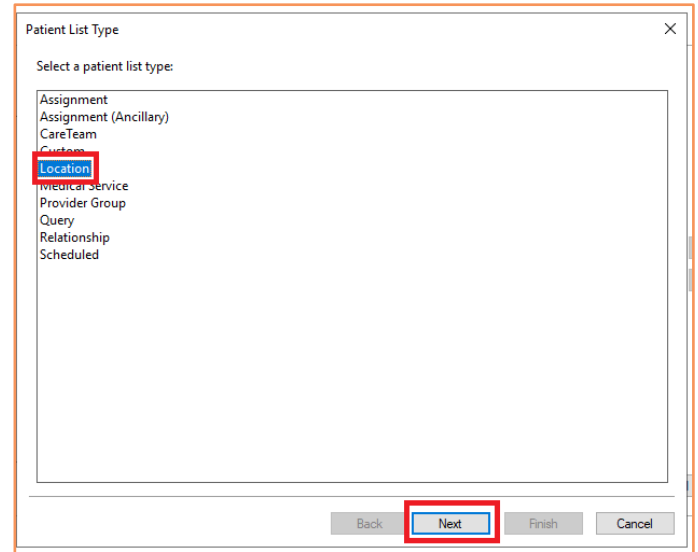

Select New to open the Patient List Type window where the user will select the type of Patient list being created.

There are many types of patient lists that can be created, but the most common is the Location based patient list. Select the Location List Type and then select Next.

Ensure that *Locations is selected in the left pane. Select the + icon next to the word Locations in the right pane. Select the + sign next to the site of which the user wants to create their list. Expand the site once more by selecting the next + sign. Navigate to the location/locations you are providing care for and select the corresponding check box/boxes.

As you select the checkboxes, it will start creating a unique name in the bottom text box; the user can keep this name it automatically provides, or they can update it as needed.

Once done, you can select Finish. ***Note**: If you select Next, you can apply further filters, of which are not required for a simple Location list, select Finish.

*Note: Inpatient units utilize a nurse's hat icon, while Outpatient units utilize a wheelchair icon.

*Note: It is recommended that the user avoid creating a list with an entire site(s) selected. Due to the volume of patients admitted and registered at a hospital location, the load times for any pages utilizing that patient list will be very slow.
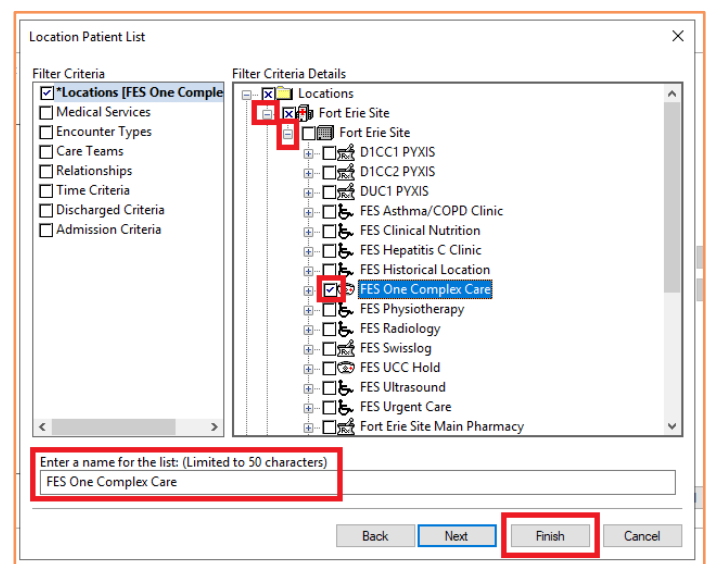
After creating a new Patient List, it will go to the Available Lists pane by default. The end user will need to move the list from Available to Active by selecting the appropriate Patient List in the left pane and then selecting Add so that it moves to the right most pane titled Active Lists.

The patient lists can be sorted in the Active Lists area, by selecting one list at a time and choosing to Move Up and/or Move Down. ***Note:** The top-most list will be the default patient list when opening Rehab Organizer.
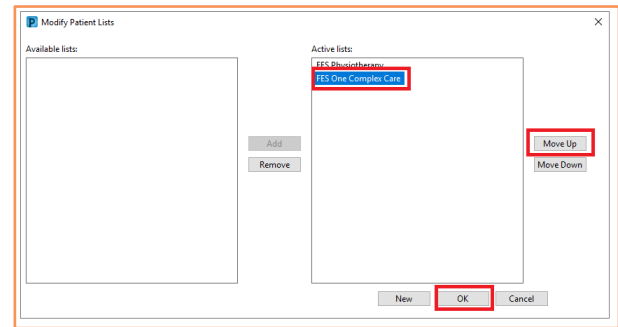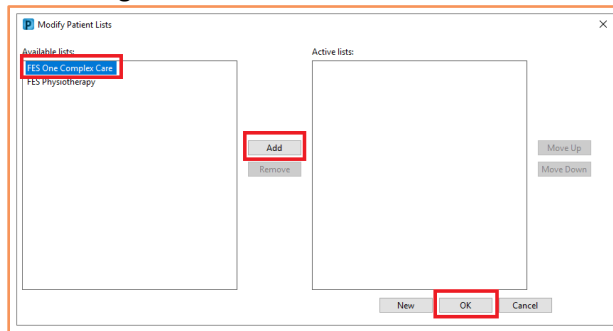
*Note: Only 10 (ten) Active Lists can be listed at one time. Any additional lists can remain in Available Lists and can be Added/Removed from these two lists as necessary.

Accessing and changing the viewable Patient List differs between the different Millennium page you have opened:

- Multi Patient Task List: Select the Options from the Task Bar and then go to Task List Properties. Once in the Task List Properties navigate to the Patient List tab to choose from your Available Lists.
- Rehab Organizer – Rehabilitation Organizer: Select from the Active Patient Lists using the drop down menu next to Patient List.
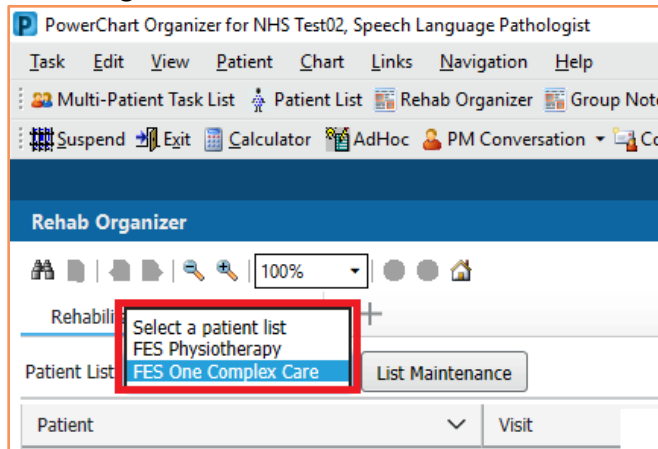- Group Note: Select the drop down menu next to Patient List to view Available Lists.

Multi-Patient Task List (MPTL) (I)
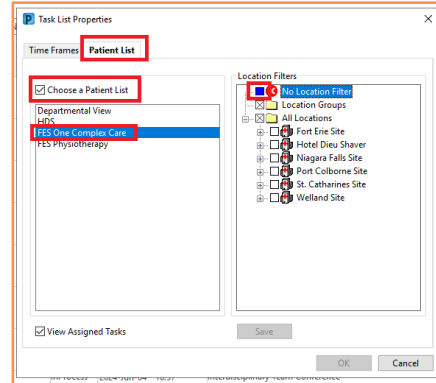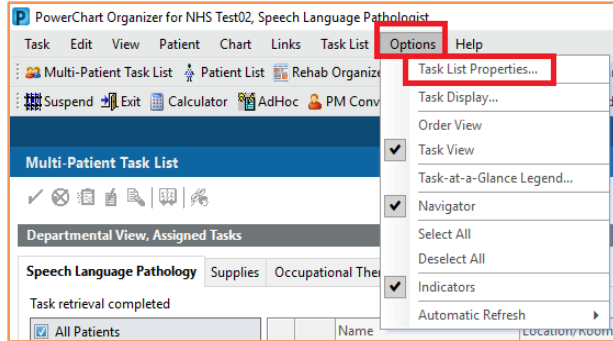
Rehab Organizer

Group Note
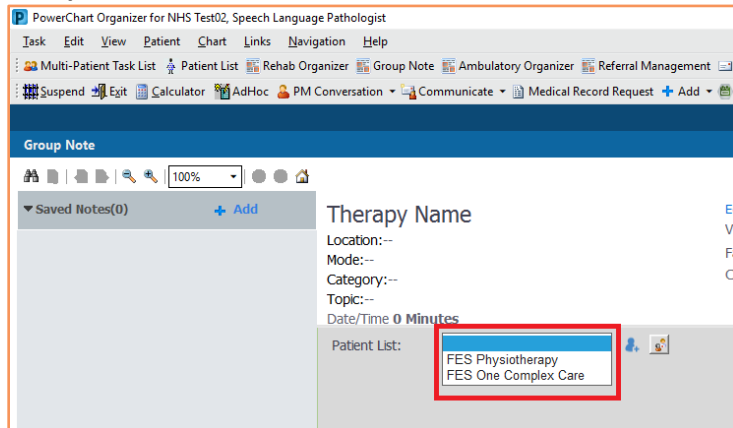
Creating a Custom Patient List:

As listed above, there are numerous options for a patient list; another common option is the Custom Patient List; which allows you full control over what patients are included in a list.
Select the Patient List icon from the Organizer Level toolbar.

Select the List Maintenance (Wrench icon) from the action bar near the top of the Patient List screen. Select New to open the Patient List Type window where you will select the type of Patient list being created.

Select the Custom option from this list and then select Next.

For the Custom patient list, you do not need to add any filters, you can Name the list in the text box at the bottom of this window and select Finish.

After creating a new Patient List, it will go to the Available Lists pane by default. You will need to move the list from Available to Active by selecting the appropriate Patient List in the left pane and then selecting Add so that it moves to the right most pane titled Active Lists.
Now that the list is in the Active Lists, you will see it as a tab in the Patient List page.

Select the Add Patient icon to bring up the patient search functionality.
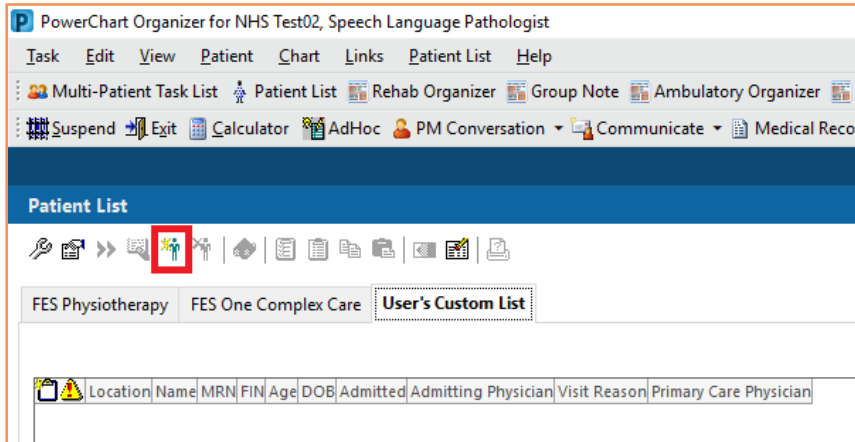
Search for the patient using Health Card Number, First/Last Name, MRN, FIN and/or any further search options to narrow the search as much as possible.
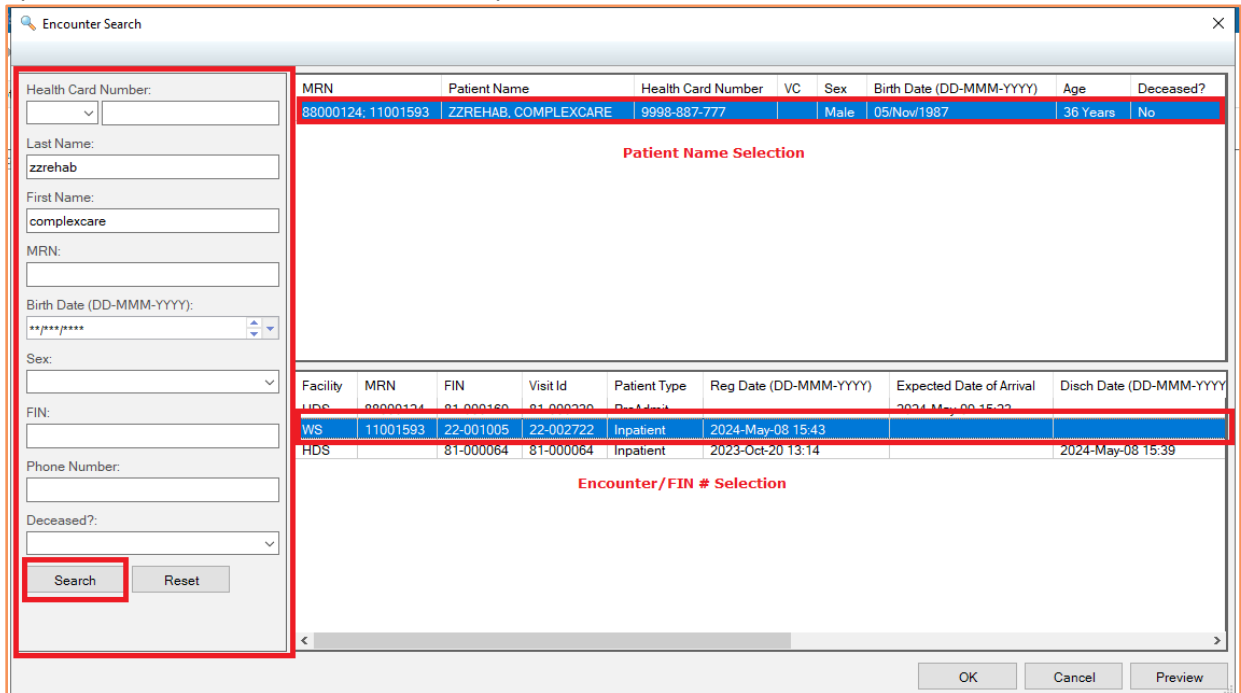
Select OK to choose the patient and close the patient search window.

The patient and their selected FIN/Encounter are added to the Custom Patient List.

*Note: Patient Lists can only be deleted from the Available Lists pane. This means if you no longer require a patient list, move it from the Active Lists area to the Available Lists area. Right click the lists name and choose Delete Patient List.