

All CCRT Documentation will now be completed through the **Interactive View and I&O** section of Powerchart under the **Critical Care Response** band. CCIS remains how it was previously done. The paper copy of the Critical Care Response Team Consult Record remains accessible on the eForms page through Sourcenet.

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The **Critical Care Worklist** will help organize patient lists and relevant clinical data. To create and maintain the CCRT Patient List, you will first need to create a Patient list using the steps below: **NOTE: This step only needs to be done by** the first person to create the list, it can then be shared to subsequent users which will add it to their assignment lists automatically.

- a. Navigate to the **Patient List** Area Patient List toolbar button at the top of the screen.
- b. Create a new Patient List by clicking on the wrench $\overset{\mathscr{P}}{\sim}$ button located on the top left of the Patient List.
- c. In the Modify Patient Lists window, select the button to create a new list.







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d. The type of patient list that will be created is a **Custom List**. Clicking on Next from the patient list type will bring you to the Filter Criteria window seen in the image on the right below. Give the assignment list a name

such as CCRT List, then click Next. Click	Next	when done r	naming your list.		
Patient List Type	× Custom	n Patient List			×
Select a patient list type: Assignment Assignment (Ancillary) Care Team Custom Medical Service Provider Group Query Relationship Scheduled	Filter C	riteria re Teams cations selical Services counter Types lationships Imission Criteria scharged Criteria e Best Encounter a name for the list: (Limite T List	Filter Criteria Details Care Team #1 Care Team #2 Core Team #2 Short Stay		
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TIP SHEET HOSPITAL INFORMATION SYSTEM (HIS)

e. The **Proxy** window will open, from here you will be able to grant other users access to this patient list. The list is shared and managed across the original user who created the list and all other proxy members that are added. Once a member has been added, they can also add additional users. **Adding Proxy** users is done by

clicking on New in the Proxy window and searching the user using the icon next to the provider box. Once a user is added, you can grant them access for a limited duration of time as seen in the From: and To: sections in the window below. Set the year as far into the future necessary for the user to not lose access to the list. Proxy users will be listed in the box to the left in the Proxy window.

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Name (Lim Access End Date	Group Provider Coss: From: 15.0ct/2024 0837 EDT To: To:
	New Apply Back Next Finish Cancel

To add additional Proxies once the list is created navigate to **Patient List**, select the list you want to add new proxies to and then click on the **Properties** icon on the top left of the window. From there you can select the **Proxy** list and modify it as needed.

Customize Patient List Properties	×	Customize Patient List Properti	ies	×
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HOSPITAL INFORMATION SYSTEM (HIS)

Now add the newly created list to your Active Lists by selecting your newly created list in the left Available

Lists window and then selecting the Add button to move it over to the Active Lists window. Select Ok when completed.

[Modify Patient Lists		>
	Modify Patient Lists Available lists: Add Remove	Active lists:	Move Up Move Down
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g. Navigate to the Eritical Care Worklist , and notice at the top left that you can now select your patient list.

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Critical Care Worklist	\times	+	
Patient List CCRT LIST			List Maintenance

Modifying the patient list can be done by using the buttons on the top right of the Critical Care Worklist.

a. Adding a patient is as simple as clicking the Add Patient button at the top right of the Critical Care Worklist window, entering the patient's information in the Encounter Search Box that opens and then selecting Ok.

Health Card Number:	^	No persons found.			
First Name:					
MRN:					
Birth Date (DD-MMM-YYYY):					
•••••••••		No encounters found.			
Sex:					
FIN:					
Phone Number:					
Deceased?:	~				
			OK	Cancel	Preview

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TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

b. Removing a patient can be done easily by selecting the **Select Rows** button from the top right of the Critical Care Worklist window. Next, select the patient that you wish to remove from your list by clicking in

the check box next to the patient's name. Click on the Remove button to remove that patient from the list. Remember, the list is shared across all CCRT members in their respective location so it is important to keep this list accurate and up to date.

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S	elect all (2) 1 of 2 records selected								Add to list Remove Primary Contact Print V	•
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