
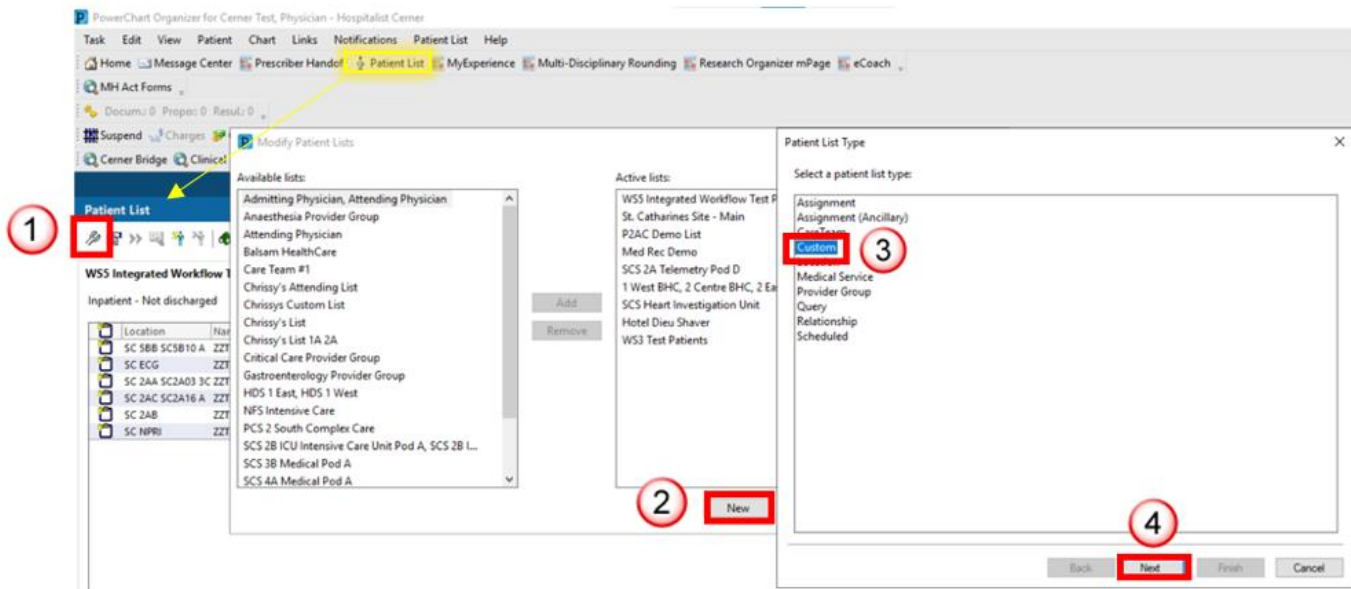


PRESCRIBERS

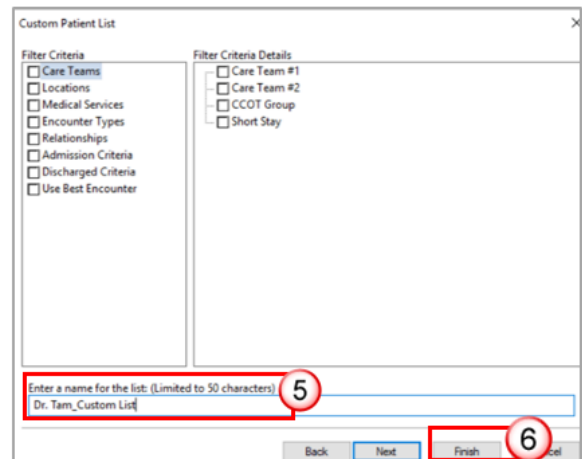
Create a Custom Patient List

Place only those patients you want to see on your custom list. Patients must be manually added and removed from your custom list.

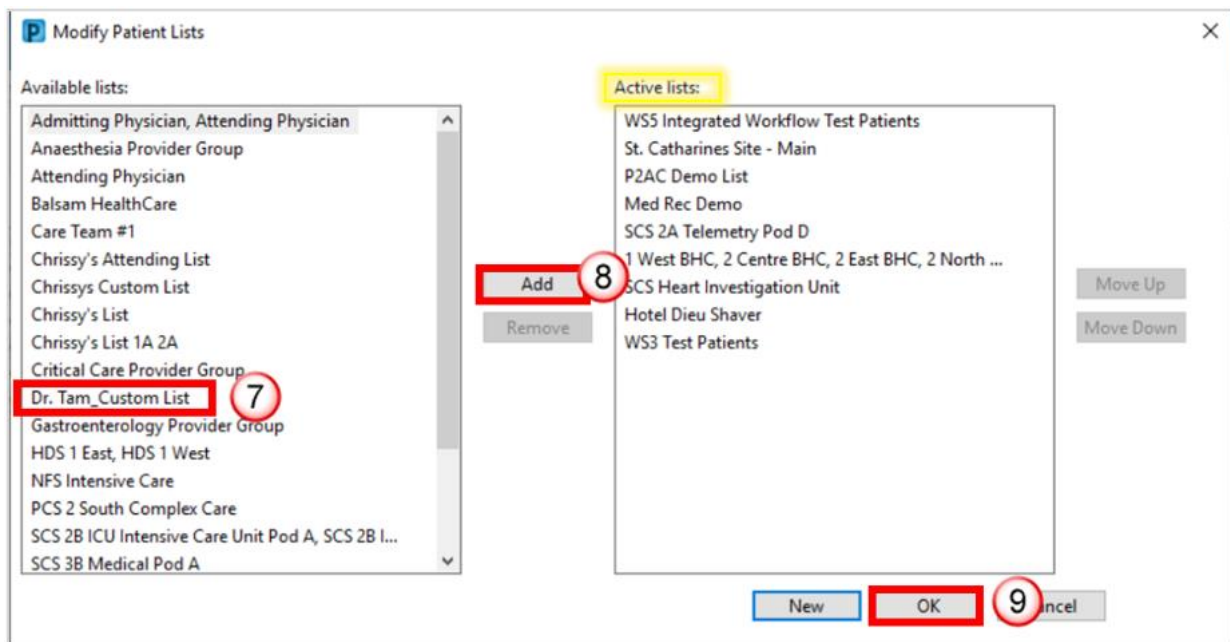
1. Click the **List Maintenance** icon  in the Patient List.
2. Click **New** in the bottom right corner of the **Modify Patient Lists** window.
3. Select **Custom** in the **Patient List Type** window.
4. Click **Next**.



5. Type in a name for the list = *YourName_Custom* (for example *Dr. Tam_Customer List*) in the **Custom Patient List** window. **Custom Lists need a unique name.**
6. Click **Finish**. Your Custom Patient list should now appear.



7. Select the newly created **Custom List** in the **Modify Patient Lists** window.
8. Click the **Add** button to move your **Custom List** to the right, under **Active Lists**.
9. Click **OK**



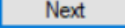
Create Visit Relationship Patient Lists

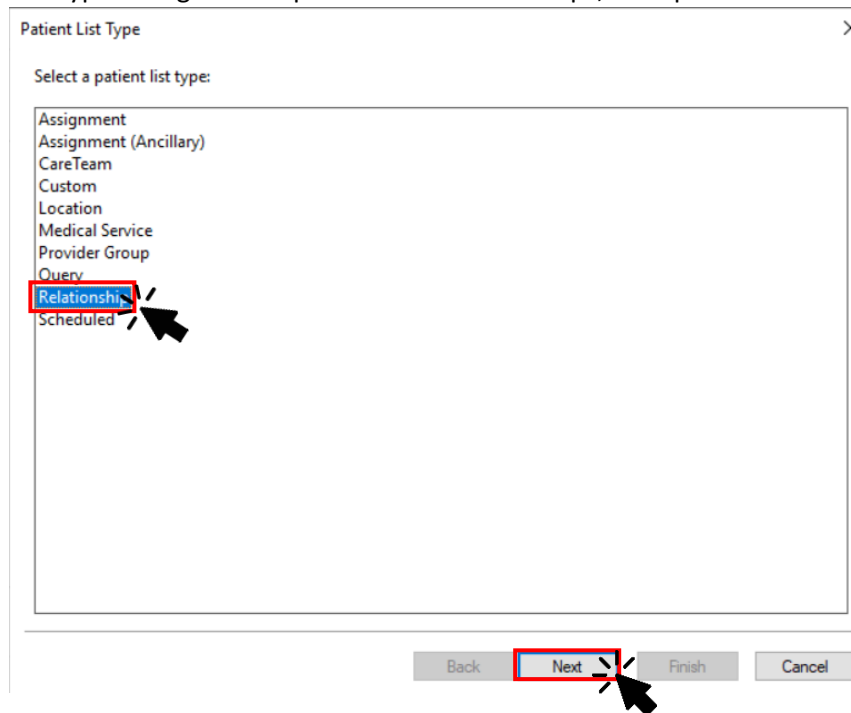
Depending on your role at Niagara Health and/or Hotel Dieu Shaver, **physicians AND nurse practitioners** should create Visit Relationship patient lists.

- **Note:** Admitting, Attending, Consulting, and other Visit Relationship criteria should be selected **as appropriate to your role**. For instance, if only the “Attending Physician” and “Consulting Physician” criteria apply to your role, choose only those criteria.

Follow the steps below to create “Visit Relationship” patient list. In this instance, we will create a Consulting Physician patient list.

1. Follow **steps 1 to 2** on **page 1** to access **Modify Patient Lists** dialogue box.

2. The Patient List Type dialogue box opens. Click “Relationship”, then press 




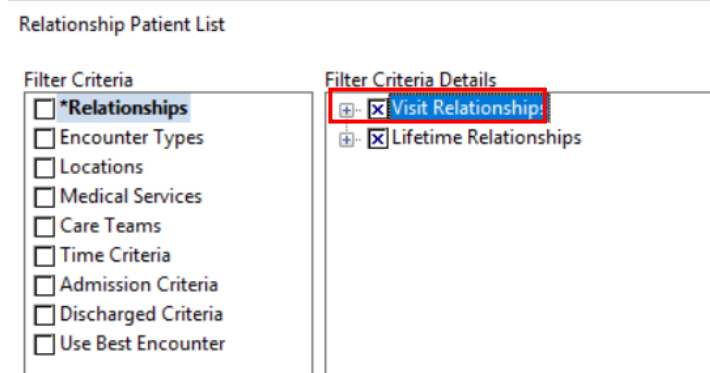
Patient List Type

Select a patient list type:

- Assignment
- Assignment (Ancillary)
- CareTeam
- Custom
- Location
- Medical Service
- Provider Group
- Query
- Relationship**
- Scheduled

Back **Next** Finish Cancel

3. Click  next to “Visit Relationships”, to expand.



Relationship Patient List

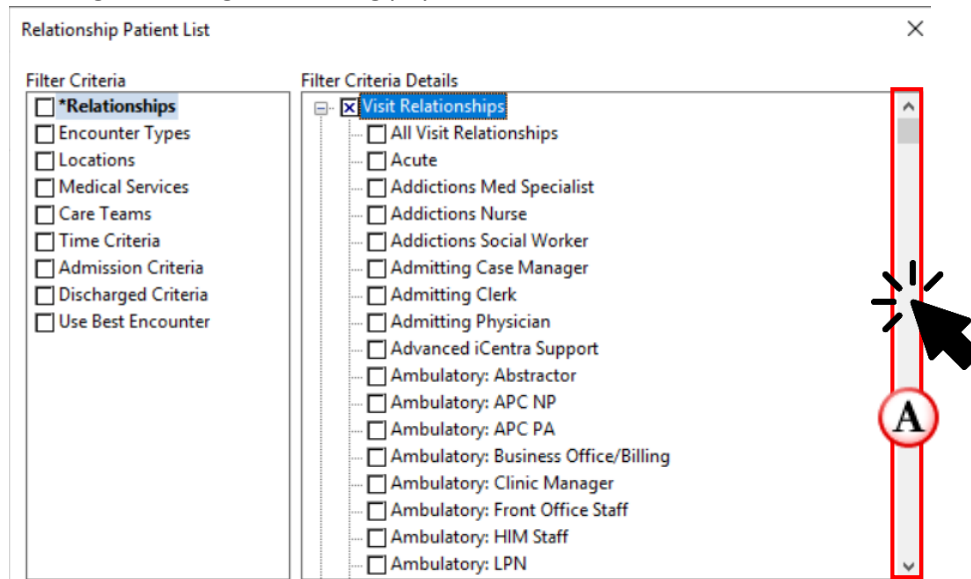
Filter Criteria

- *Relationships**
- Encounter Types
- Locations
- Medical Services
- Care Teams
- Time Criteria
- Admission Criteria
- Discharged Criteria
- Use Best Encounter

Filter Criteria Details

- Visit Relationship!**
- Lifetime Relationships

4. The Visit Relationship list is in alphabetical order, A) scroll down to “Consulting” and B) check the “Consulting Physician” box ; after checking the box, it will look like the following Consulting Physician
- To add other Visit relationship types, simply do this step but scroll up/down to check admitting, attending, or covering physician boxes.



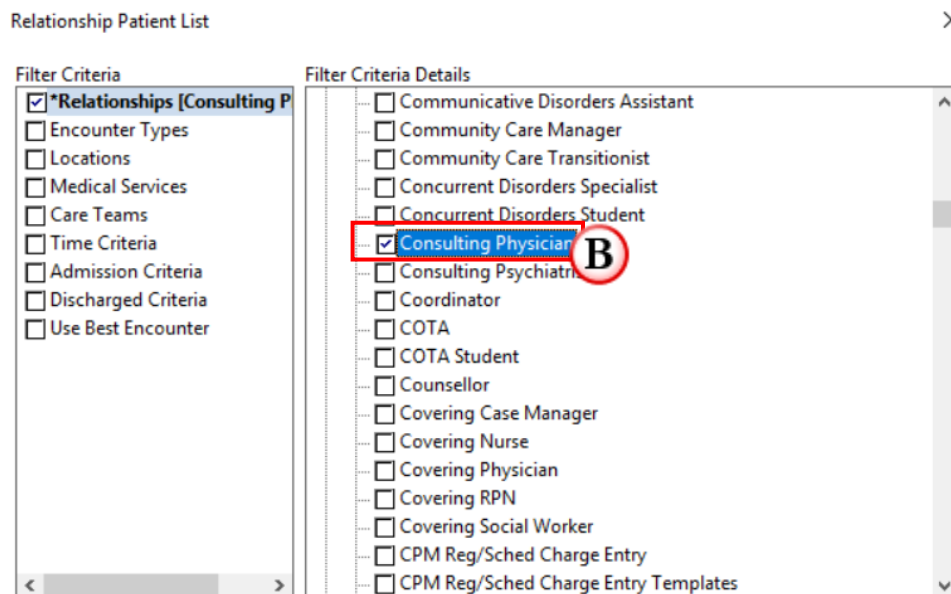
Relationship Patient List

Filter Criteria

- *Relationships
- Encounter Types
- Locations
- Medical Services
- Care Teams
- Time Criteria
- Admission Criteria
- Discharged Criteria
- Use Best Encounter

Filter Criteria Details

- Visit Relationships
- All Visit Relationships
- Acute
- Addictions Med Specialist
- Addictions Nurse
- Addictions Social Worker
- Admitting Case Manager
- Admitting Clerk
- Admitting Physician
- Advanced iCentra Support
- Ambulatory: Abstractor
- Ambulatory: APC NP
- Ambulatory: APC PA
- Ambulatory: Business Office/Billing
- Ambulatory: Clinic Manager
- Ambulatory: Front Office Staff
- Ambulatory: HIM Staff
- Ambulatory: LPN



Relationship Patient List

Filter Criteria

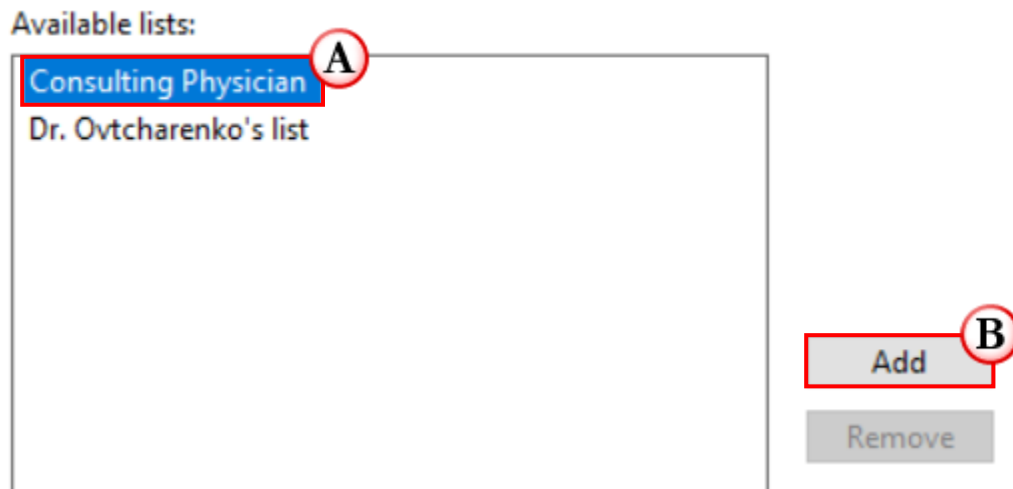
- *Relationships [Consulting P]
- Encounter Types
- Locations
- Medical Services
- Care Teams
- Time Criteria
- Admission Criteria
- Discharged Criteria
- Use Best Encounter

Filter Criteria Details

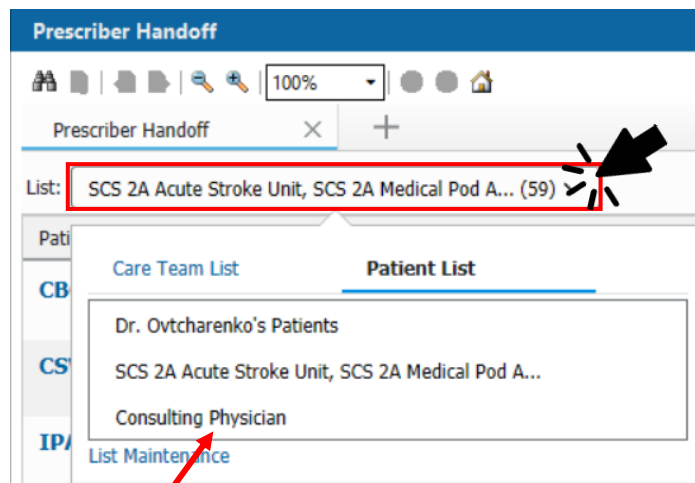
- Communicative Disorders Assistant
- Community Care Manager
- Community Care Transitionist
- Concurrent Disorders Specialist
- Concurrent Disorders Student
- Consulting Physician
- Consulting Psychiatrist
- Coordinator
- COTA
- COTA Student
- Counsellor
- Covering Case Manager
- Covering Nurse
- Covering Physician
- Covering RPN
- Covering Social Worker
- CPM Reg/Sched Charge Entry
- CPM Reg/Sched Charge Entry Templates

5. Click 

6. Complete the following steps to place “Consulting Physician” in the “Active list”.
 - A. Click on the List in the “Available List” box
 - B. Click Add
 - C. Click at the bottom of the dialogue box.

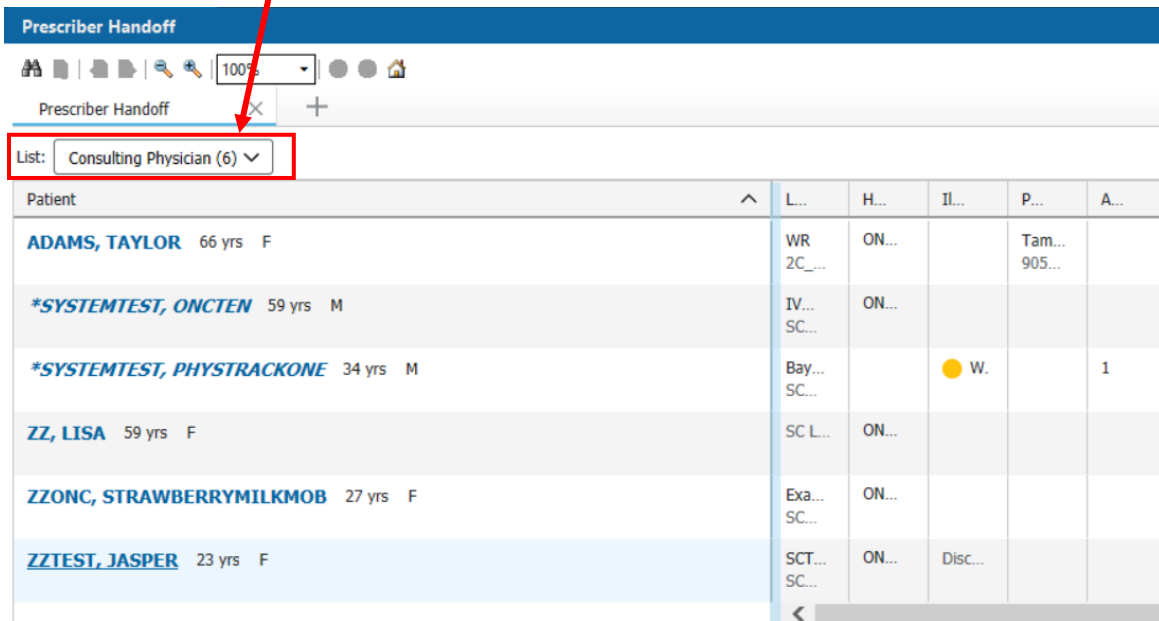


7. Select “List” dropdown.



8. Click

9. The “Consulting Physician” is now showing.



Prescriber Handoff

100%

Prescriber Handoff

List: Consulting Physician (6)

| Patient | L... | H... | IL... | P... | A... |
|---|-----------------|-------|---------|------------------|------|
| ADAMS, TAYLOR 66 yrs F | WR 2C... | ON... | | Tam... 905... | |
| <i>*SYSTEMTEST, ONCTEN</i> 59 yrs M | IV... SC... | ON... | | | |
| <i>*SYSTEMTEST, PHYSTRACKONE</i> 34 yrs M | Bay... SC... | | ● W. | | 1 |
| ZZ, LISA 59 yrs F | SC L... | ON... | | | |
| ZZONC, STRAWBERRYMILKMOB 27 yrs F | Exa... SC... | ON... | | | |
| ZZTEST, JASPER 23 yrs F | SCT... SC... | ON... | Disc... | | |

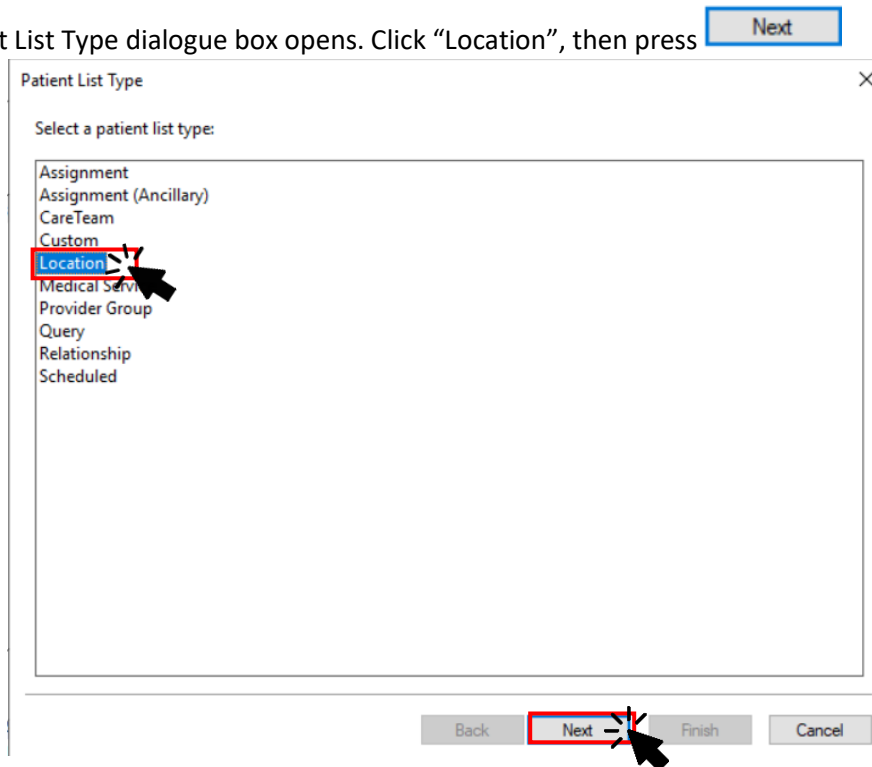
- **Note:** The steps above can be done for all other Visit Relationships, including attending and admitting.


Create Location Patient List

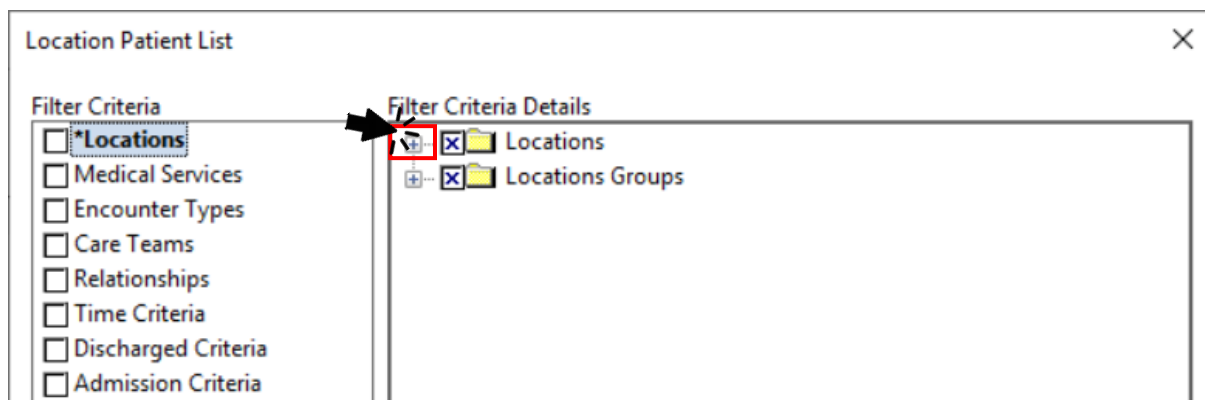
Follow the steps below to create Location patient list. In this instance, we will create an SCS Main OR patient list.






1. Follow **steps 1 to 2** on **page 1** to access **Modify Patient Lists** dialogue box.

2. The Patient List Type dialogue box opens. Click “Location”, then press



3. Click  next to “**Location**”, to expand.




















4. The Location list comprises of six sites across NHS and HDS, A) Expand the desired site by pressing on , B) Further expand the site by again pressing on , C) Scroll down to unit you would like the list for, and D) Check the “unit” box ; after checking the box, it will look like the fol    **SCS Main OR**
- **Add as many sites and units applicable to your role following the same steps.**




Location Patient List



Filter Criteria

- *Locations
- Medical Services
- Encounter Types
- Care Teams
- Relationships
- Time Criteria
- Discharged Criteria
- Admission Criteria



















Filter Criteria Details


-    **Locations**
- A**   Fort Erie Site
-   Hotel Dieu Shaver
-   Niagara Falls Site
-   Port Colborne Site
-   St. Catharines Site
-   Welland Site
-   Locations Groups

   St. Catharines Site

B   St. Catharines Site

Filter Criteria Details

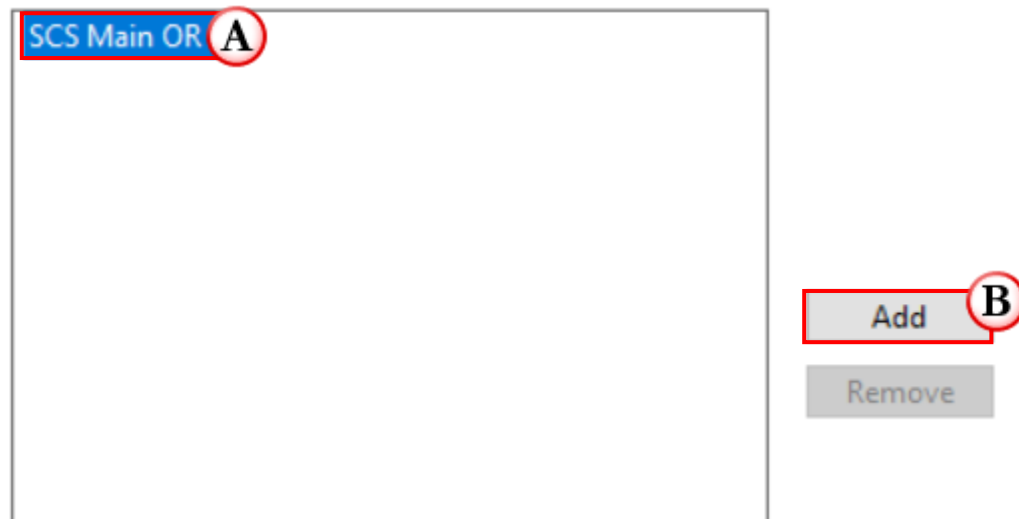
-  SCS Labour & Delivery Outpatient
-  SCS Lung Diag Assessment Program
-  SCS Magnetic Resonance Imaging
-  **SCS Main OR** **D**
-  SCS Mammography
-  SCS Medical Day Care
-  SCS MH Brian's Law CTO
-  SCS MH Brief Services Children
-  SCS MH Central Intake
-  SCS MH Child Physician
-  SCS MH Children's Clinic
-  SCS MH Consultation Liaison
-  SCS MH Crisis Services Children
-  SCS MH ECT Clinic
-  SCS MH ECT Treatment
-  SCS MH Geriatric Mental Health
-  SCS MH Intensive Trans Support Cli
-  SCS MH Medication Clinic

C 

5. Click 

6. Complete the following steps to place your newly made list in the “Active list”.
 - A. Click on the List in the “Available List” box
 - B. Click Add
 - C. Click at the bottom of the dialogue box.

Available lists:

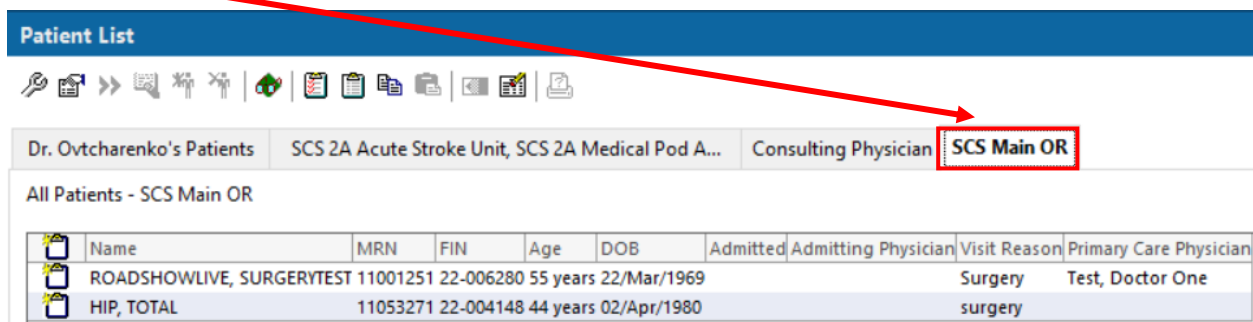


SCS Main OR **A**

Add **B**

Remove

7. The “SCS OR” is now showing along the tabs. Click on the tab to view your patient list.



Patient List

Dr. Ovtcharenko's Patients | SCS 2A Acute Stroke Unit, SCS 2A Medical Pod A... | Consulting Physician | **SCS Main OR**

All Patients - SCS Main OR

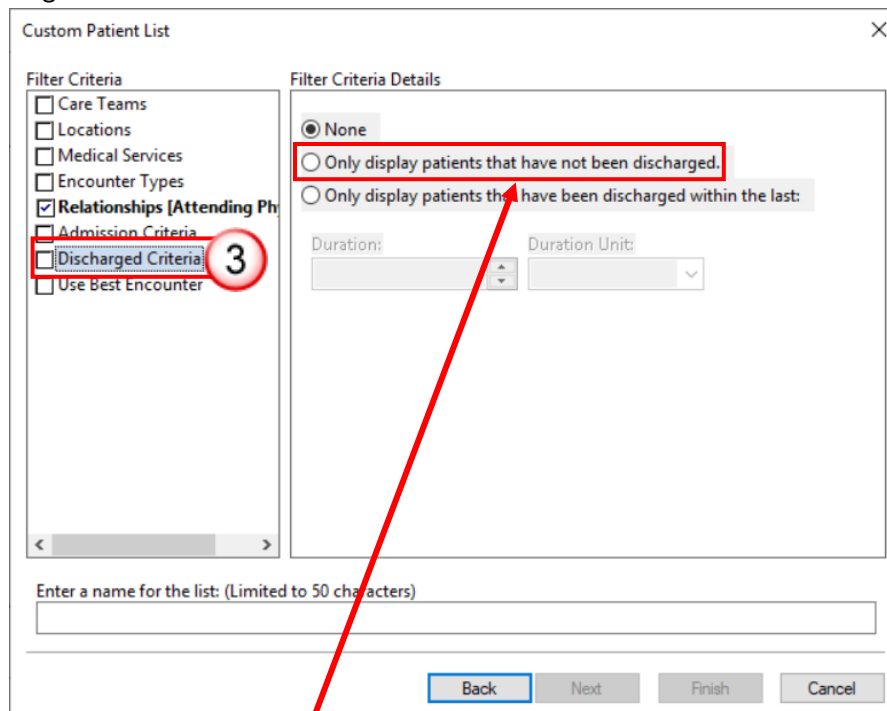
| Name | MRN | FIN | Age | DOB | Admitted | Admitting Physician | Visit Reason | Primary Care Physician |
|---------------------------|----------|-----------|----------|-------------|----------|---------------------|--------------|------------------------|
| ROADSHOWLIVE, SURGERYTEST | 11001251 | 22-006280 | 55 years | 22/Mar/1969 | | | Surgery | Test, Doctor One |
| HIP, TOTAL | 11053271 | 22-004148 | 44 years | 02/Apr/1980 | | | surgery | |

- **Note:** The steps above can be done for **all locations/units**.

Discharge Criteria

When creating any list, you may want to view patients who have not been discharged yet. Please complete the following steps to add discharge criteria.

1. Follow **steps 1 to 4** on **page 1**.
2. Select any applicable Visit Relationship, Location, or other criteria.
3. Click on Discharge Criteria.



Custom Patient List

Filter Criteria

- Care Teams
- Locations
- Medical Services
- Encounter Types
- Relationships [Attending Ph]
- Admission Criteria
- Discharged Criteria **3**
- Use Best Encounter

Filter Criteria Details

- None
- Only display patients that have not been discharged.
- Only display patients that have been discharged within the last:

Duration: [] Duration Unit: []

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


[Back] [Next] [Finish] [Cancel]

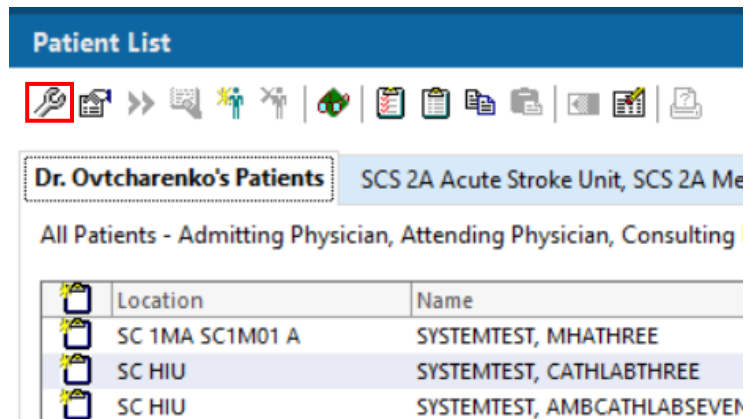
4. Check Only display patients that have not been discharged.


5. Click

Variations in Accessing Modify Patient Lists Dialogue Box

Through Patient List Window  Patient List

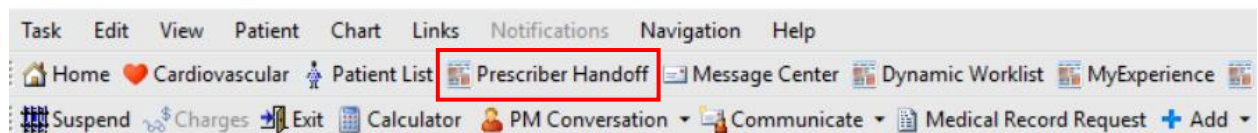
The **Modify Patient Lists** dialogue box can be accessed using the wrench icon  located on the middle-top of the screen. Please refer to **steps 1 to 2** on **page 1** for step by step instructions on accessing **Modify Patient Lists** dialogue box.



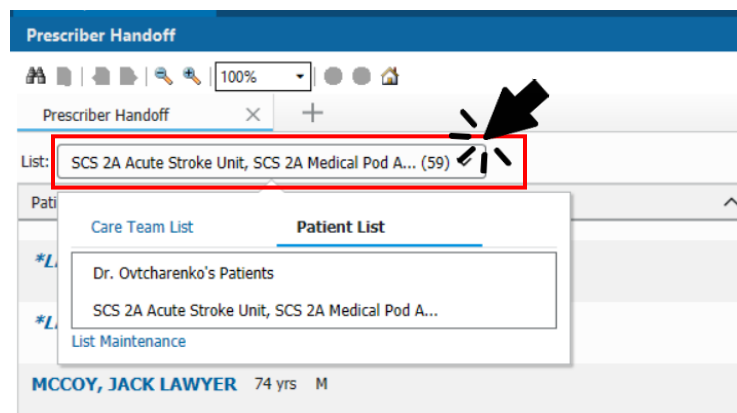
Through Prescriber Handoff Window  Prescriber Handoff

Complete the following steps to Access the Modify Patient Lists dialogue box in the Prescriber Handoff window:

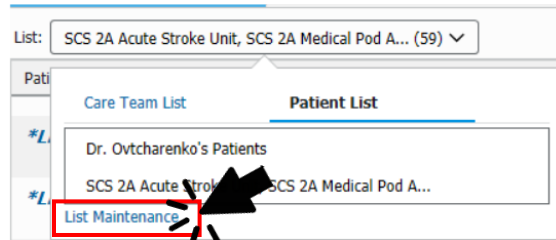
1. Select Prescriber Handoff from the PowerChart toolbar.



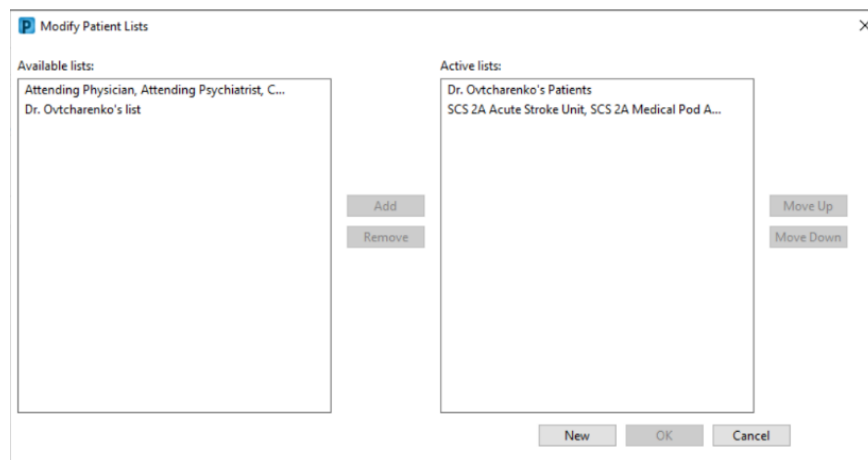
2. Select "List" dropdown.



3. Click [List Maintenance](#)

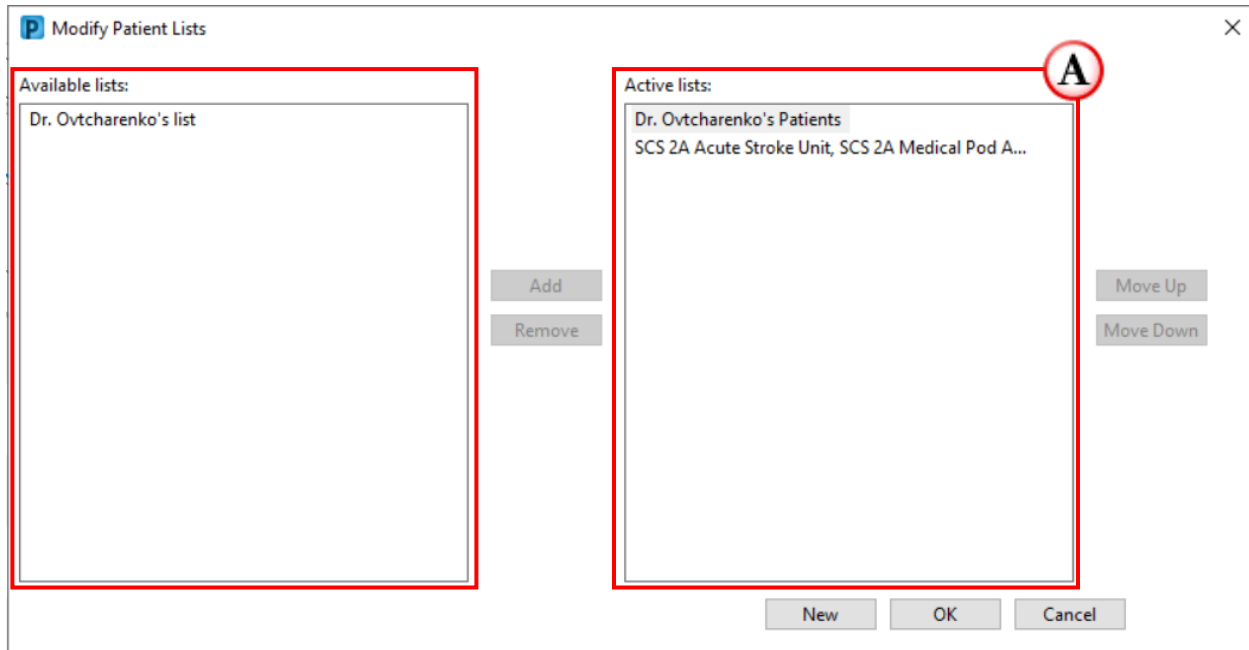


4. **Modify Patient Lists** dialogue box opens.

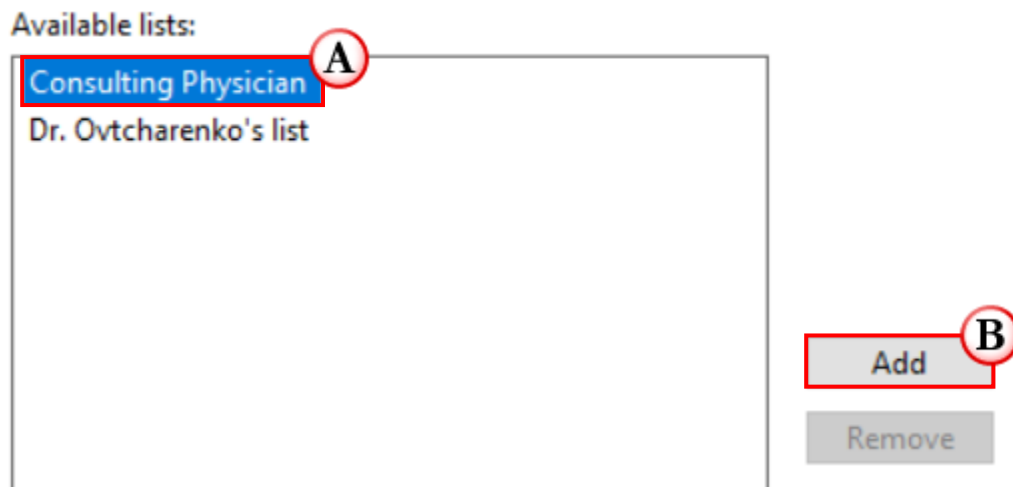


Notes and Considerations

- **ALWAYS** Check your “Available lists” and “Active lists” to avoid creating duplicate lists.
 - A. The patient list you want to view **must** be under “Active lists”.



- If the desired list is in “Available Lists”:
 - A. Click on the List
 - B. Click Add
 - C. Click at the bottom of the dialogue box.



- When seeing patients in a unit, you may want to add a Bed column in the Patient List and sort your list based on bed number. Please note right-clicking and sorting your list can be done based on any column. For adding columns to your list and sorting them, complete the following steps:

- Click **Patient List** on PowerChart toolbar.
- Select Customize Columns button

Patient List

Consult List SCS 5A General Surgery Pod A, SCS 5A General Surgery Pod A, SCS 5B General, Ortho Surgery Pod A

Covering Physician - Not discharged

| Location | Name | MRN | FIN | Age | DOB | Admitted | Admitting Physician | Visit Reason | Primary Care Physician |
|------------------|--------------------------|----------|-----------|----------|-------------|-------------------|---|--------------|-------------------------------|
| SC 5BA | ZZTEST, H | 11000108 | 22-000141 | 46 years | 08/Aug/1978 | | | urg aod | Unavailable, Physician Cerner |
| NF ORTHO | ZZTEST, AMB | 11000218 | 22-006573 | 25 years | 04/Apr/1999 | | | follow up | Declined, Provider |
| SC 5BA SCSB01 1C | UNITEST, GLMTWELVESCS | 11001703 | 22-001939 | 6 months | 17/May/2024 | 21/May/2024 11:46 | Cerner Test, Laboratory - AP Pathologist Cerner, M.D. | TEST | Test, Doctor One |
| SC DS | SYSTEMTEST, PERIOPHTHREE | 11000804 | 22-000282 | 34 years | 01/Jan/1990 | 22/Feb/2024 05:31 | | Pain | |
| SC 5BA SCSB01 1B | UNITEST, GLMELEVENSCS | 11001702 | 22-001936 | 5 months | 21/May/2024 | 21/May/2024 11:41 | Cerner Test, Laboratory - AP Pathologist Cerner, M.D. | TEST | Test, Doctor One |

- The DCP: Customize Columns Tools dialogue box opens.
- Select the columns you would like to add, **CTRL+CLICK** to select multiple columns.
- Click to move the columns from “Available Columns” to “Existing Columns”.

- Use to order the columns to your preference.
- Click to save your setting and exit out of the DCP: Customize Columns Tools dialogue box.

DCP: Customize Columns Tool

Task Edit View Help

Spread **7** Patient List Location List

Position: System

Available Columns

- Admitted
- Admitting Physician
- Age
- Attending Physician
- Bed** **4**
- Consulting Physician
- Discharged
- DOB
- FIN
- Length of Stay
- Medical Service
- MRN
- Name
- New Results
- Note
- Primary Care Physician
- Room

Existing Columns

- New Results
- Name
- MRN
- FIN
- Age
- DOB
- Admitted
- Admitting Physician
- Visit Reason
- Primary Care Physician

Ready C3076 NHSSURGEON102 20/Nov/2024 14:56

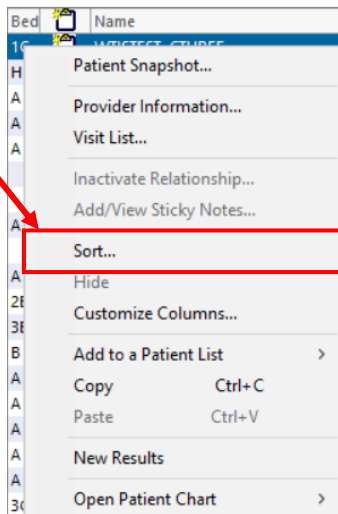
CTRL + CLICK

8. Right-click on any column you would like to sort the list by.

RIGHT-CLICK

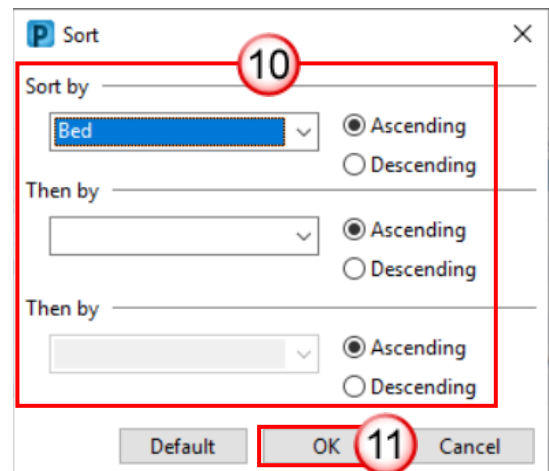
| Bed | Name | MRN | FIN | Age | DOB | Admitted | Admitting Physician | Visit Reason |
|-----|---------------------------|----------|-----------|-----------|-------------|-------------------|---|----------------------|
| C | WTITEST, CTHREE | 11017458 | 22-006344 | 44 years | 01/Feb/1980 | 16/Jul/2024 13:14 | Oelofse, Wouter | test |
| H | ICTTEST, MARY | 11053208 | 22-004007 | 112 years | 15/Jul/1912 | 02/Aug/2024 09:00 | NHS Test01, Physician - Internal Medicine | Test |
| A | ZZZTEST, JOHNPAUL | 11054820 | 22-006606 | 44 years | 31/Oct/1980 | 08/Nov/2024 22:22 | Oelofse, Wouter | Cystectomy |
| A | SKWTITEST, CFIVE | 11053230 | 22-004065 | 22 years | 01/Feb/2002 | 08/Aug/2024 15:44 | Baker, Emily Sinclair, FRCS | TEST |
| A | PACTEST, CANDA | 11054520 | 22-005892 | 9 years | 30/Nov/2014 | 17/Oct/2024 09:24 | Test, Doctor One | testing |
| | TEST, SN | 11000195 | 22-000140 | 24 years | 05/May/2000 | | | ampu |
| | KNEE, TOTAL | 11053267 | 22-004145 | 43 years | 06/Jun/1981 | | | surgery |
| A | SKWTITEST, ONE | 11002983 | 22-003477 | 64 years | 01/Mar/1960 | 15/May/2023 08:58 | NHS Test01, Physician - Internal Medicine | TEST |
| | ROADSHOWLIVE, SURGERYTEST | 11001251 | 22-000568 | 55 years | 22/Mar/1969 | | | Test |
| A | RXAUTOMATION, PHARMONE | 11054019 | 22-005129 | 46 years | 02/May/1978 | 23/Sep/2024 20:55 | NHS Test01, Physician - Internal Medicine | Test |
| 2B | REPORTING, WOUNDCARE | 11002939 | 22-003398 | 53 years | 01/Jan/1971 | 17/Jul/2024 09:09 | Ola, Foluso, MBBS, CCFP, FCFP | Hip Fx |
| 3B | UNITTEST, GLMTHREESCS | 11001608 | 22-001752 | 69 years | 04/Feb/1955 | 10/May/2024 09:55 | Cerner Test, Laboratory - AP Pathologist Cerner, M.D. | test |
| B | ZZTEST, INI ICU | 11000435 | 22-000738 | 71 years | 09/Aug/1953 | 28/Nov/2023 21:52 | Cerner Test, Nurse Practitioner Cerner | TEST |
| A | SPETEST, DSADMIT | 11054228 | 22-005394 | 42 years | 16/May/1982 | 02/Oct/2024 15:33 | NHS Test01, Physician - Internal Medicine | Appy |
| A | ZZZTEST, MORRISON | 11003054 | 22-003606 | 39 years | 01/Apr/1985 | 24/Jul/2024 17:07 | Sawula, Donald Alan | SBO |
| A | ZZZTEST, INPTOOUTPRECUR | 11054399 | 22-005687 | 44 years | 01/Jan/1980 | 10/Oct/2024 14:29 | Oelofse, Wouter | test |
| A | ZZZTEST, EDTODSTOIP | 11053176 | 22-003932 | 39 years | 03/Oct/1985 | 02/Aug/2024 10:30 | NHS Test01, Physician - Internal Medicine | Lap Chole |
| A | SYSTEMTEST, AMBFIFTYSEVEN | 11001462 | 22-001598 | 54 years | 04/Feb/1970 | 22/Apr/2024 14:18 | NHS Test01, Physician - Respiriology | breathing difficulty |
| 3C | UNITTEST, GLFTHREESCS | 11001609 | 22-001754 | 67 years | 05/May/1957 | 10/May/2024 10:05 | Cerner Test, Laboratory - AP Pathologist Cerner, M.D. | test |
| A | SKWTITEST, FIVE | 11002990 | 22-003485 | 34 years | 01/Jan/1990 | 29/May/2024 09:57 | NHS Test01, Physician - Internal Medicine | TEST |
| 2A | SYSTEMTEST, PERIOPONE | 11001829 | 22-002295 | 6 years | 01/Nov/2018 | 31/May/2024 15:01 | Jones, Cameron, NP | Appendectomy |
| A | SYSTEMTEST, NFSPREOP | 11053427 | 22-004953 | 41 years | 22/Sep/1983 | 18/Sep/2024 11:42 | Test, IMO --> IMO | Surgery |
| A | UNITTEST. GLTFENSCS | 11001628 | 22-001776 | 2 years | 01/Jan/2022 | 10/May/2024 16:08 | Cerner Test. Laboratory - AP Patholoist Cerner. M.D. | TEST |

9. Select **Sort**.



10. Select which column to sort and whether you would like an ascending or descending sort. You can sort a list by three columns.

11. Hit OK.



12. Your list is now sorted by beds in ascending order.

| Bed | Name | MRN | FIN | Age | DOB | Admitted |
|-----|------------------------------------|----------|-----------|----------|-------------|-------------------|
| | ROADSHOWDRY, ANESTHESIATEST | 11001212 | 22-001432 | 45 years | 20/Mar/1979 | |
| | KNEE, TOTAL | 11053267 | 22-004145 | 43 years | 06/Jun/1981 | |
| | ROADSHOWLIVE, SURGERYTEST | 11001251 | 22-000568 | 55 years | 22/Mar/1969 | |
| 1A | PCR CONFORM TESTING, HIMTWENTY ZZZ | 11001558 | 22-001686 | 34 years | 26/Jun/1990 | 06/May/2024 12:40 |
| 1B | INI ONE, WSSEVEN | 11000874 | 22-001135 | 24 years | 01/Jan/2000 | 23/Feb/2024 13:47 |
| 1C | WTISTEST, CTHREE | 11017458 | 22-006344 | 44 years | 01/Feb/1980 | 16/Jul/2024 13:14 |
| 2A | SYSTEMTEST, PERIOPONE | 11001829 | 22-002295 | 6 years | 01/Nov/2018 | 31/May/2024 15:01 |
| 2B | REPORTING, WOUNDCARE | 11002939 | 22-003398 | 53 years | 01/Jan/1971 | 17/Jul/2024 09:09 |
| 3A | ZZTEST, DEBORAH | 11000284 | 22-000954 | 72 years | 25/Jun/1952 | 03/May/2024 13:57 |
| 3B | UNITTEST, GLMTHREESCS | 11001608 | 22-001752 | 69 years | 04/Feb/1955 | 10/May/2024 09:55 |
| 3C | UNITTEST, GLFTHREESCS | 11001609 | 22-001754 | 67 years | 05/May/1957 | 10/May/2024 10:05 |
| 4A | UNITTEST, GLMFOURSCS | 11001610 | 22-001755 | 17 years | 03/Mar/2007 | 10/May/2024 10:22 |
| 4B | UNITTEST, GLFFOURSCS | 11001611 | 22-001756 | 17 years | 04/Feb/2007 | 10/May/2024 10:29 |
| A | ZZINATEST, MARK | 11054754 | 22-006411 | 57 years | 11/Nov/1967 | 31/Oct/2024 14:49 |
| A | SYSTEMTEST, AMBFIFTYSEVEN | 11001462 | 22-001598 | 54 years | 04/Feb/1970 | 22/Apr/2024 14:18 |
| A | ZZZTEST, MORRISON | 11003054 | 22-003606 | 39 years | 01/Apr/1985 | 24/Jul/2024 17:07 |