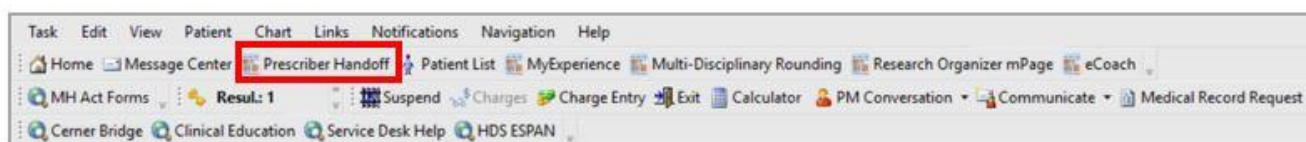## PRESCRIBERS

The Care Team Lists' functionality will automatically populate with the medical services and teams the provider is assigned in the **Care Team Build Tool**. As a physician, you can add additional care team lists to view so you can display the patients associated with a list in **Prescriber Handoff**.


Add a Care Team List to Patient Overview

From the List drop-down, you can view and work with one or more Care Team lists and/or Patient Lists.

To add one or more Care Team lists to your drop-down:

1. Click drop-down next to **List**.
2. Click **Care Team List**.
3. If no Care Teams display, click **Manage Care Team Lists** to add.

NOTE: You will automatically be assigned to your medical service list, however, you will need to find your more specific medical service/Care Team List by following the steps above. **DO NOT USE** the medical service list only.
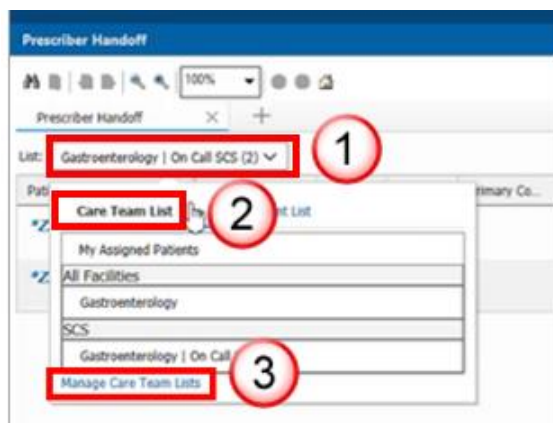
4. Select your Facility from the **Facility** drop-down.
5. Select the Care Team you want to view from the **Care Team List** drop-down.
6. Click **Save**
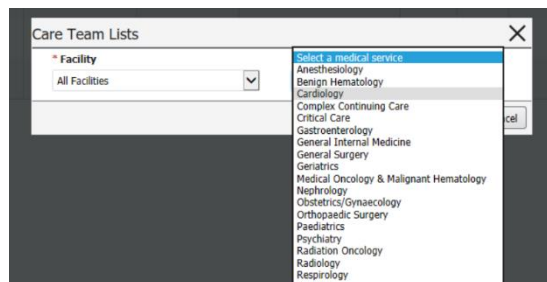
The selected Care Team list displays with all of the patients assigned to the Care Team (if someone on your Care Team already added patients to your list.) If you are the first user to access the Care Teams List it will be blank.

NOTE: You can also assign a Care Team to a patient from the Care Team component in the Inpatient Workflow.

For the complete details on adding, modifying, list, please see the **Care Teams Complete Overview** Tip Sheet

Add a Patient to the Care Team from Prescriber Handoff

1. Open the **Care Team** list.
2. Click the **Add Patient** button.
3. Search for and select the patient/encounter.

Add Multiple Patients from a Care Team List to Another Care Team List - Using Row Selection

1. Click the **Row Selection** [⌸] button
2. Select the patients to be added to the **Care Team**.
3. Click the **Add to list** button.
4. Select the **Care Team** to which you wish to add patients.

Remove Multiple Patients from a Care Team list - Using the Row Selection button.

1. Click the **Row Selection** button.
2. Select the patients to be removed from the **Care Team**.
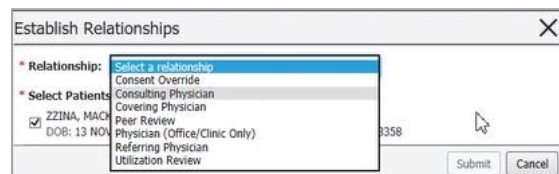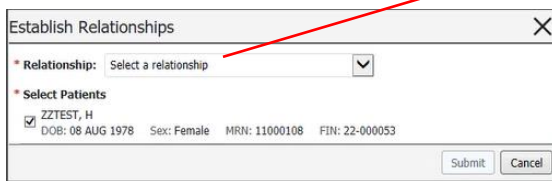3. Click the **Remove** button.
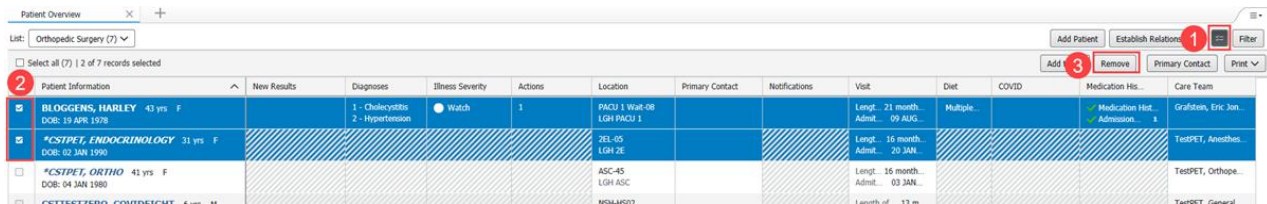
Establishing a relationship

1. Click the **Row Selection** [icon] button
2. Check the boxes next to the patient name to establish relationships.
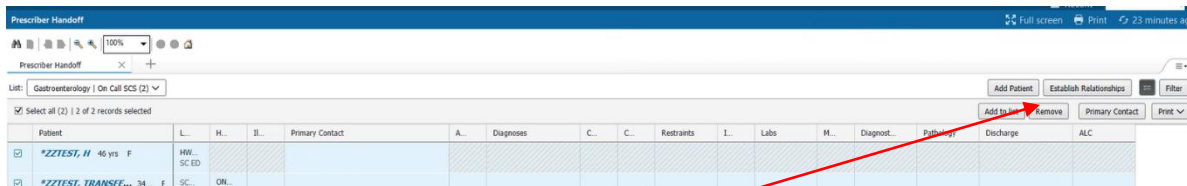
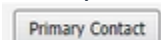3. Click on the **Establish Relationship** button

4. Select **Relationship Type**
5. Click **Submit**

NOTE: For **acute physicians**, the most common relationships from this drop-down will be **Consulting Physician** and **Covering Physician**.

For clinic physicians, select **Physician (Office/Clinic Only)**.

Assigning Yourself as a Primary Contact for Patients on Care Team Lists

! **NOTE**: Assigning yourself as a primary contact for patient's on Care Team lists ensures that the team knows the covering physician for the patient and provides information of who should be contacted if needed.

1. Click the **Row Selection** button

2. "Select all the patients for whom you want to assign yourself as the Primary Contact. After you have made selection, click on the **Primary Contact** button

3. If you're assigning yourself, leave the default as **Assign Myself**.

4. Under **Your team and medical service,** click the drop-down to select **Team or Medical Service** and select your medical service.

5. Click **Apply**.
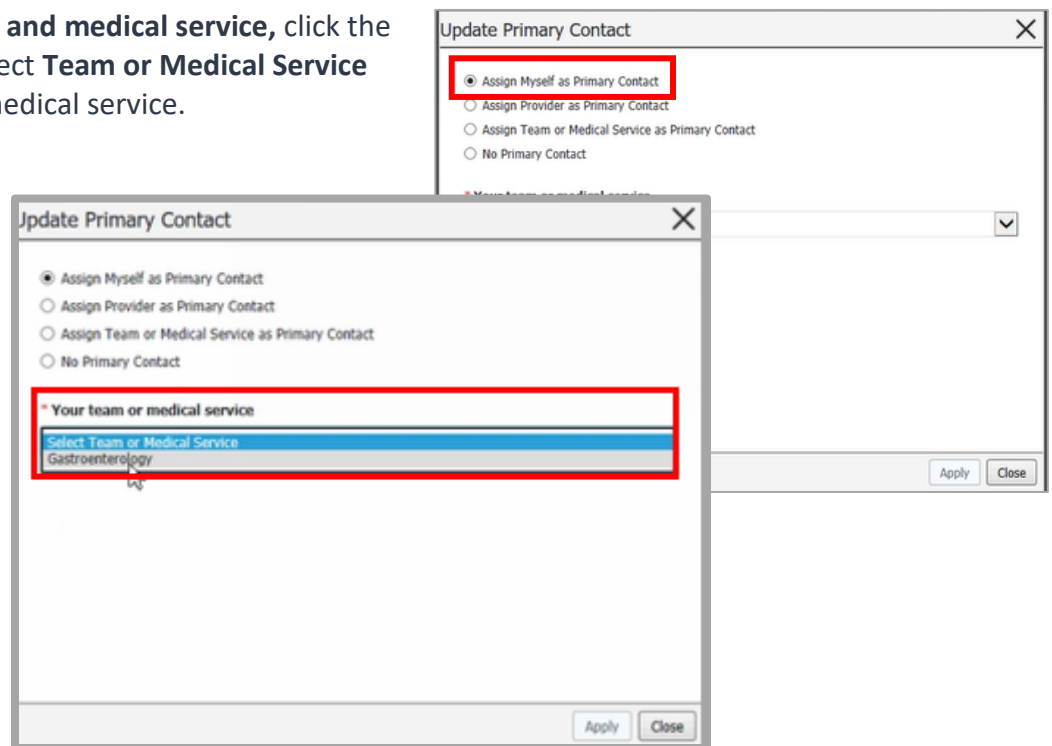
Assigning a Provider to one or multiple patients

1. Click the **Row Selection** button

Add a Patient to a Care Team from the Care Team Component

1. Click the **drop-down arrow** next to the **plus** sign.
2. Click **Assign Provider Team**.

3. Choose team (teams have the **person** icon next to them).

NOTES:

- If you click on any of the patient's Care Teams, you have the option of making the Care Team the Primary Contact using the **Make Primary** button.
- If you click on any of the patient's Care Teams, you have the option of removing the Care Team using the **Remove** button.

Remove a Patient from a Care Team List

1. Select the patient name under **Patient Information** in the **Patient Overview tab.**
2. Once selected, click **Care Team.**
3. Click **Remove**.