



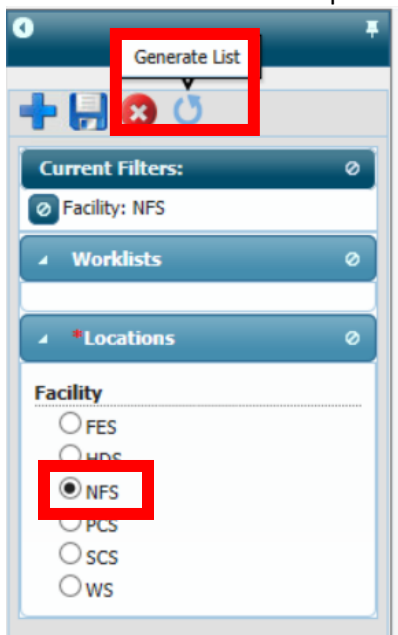
# ADD A PATIENT TAG FOR ON-CALL USE

## HOSPITAL INFORMATION SYSTEM (HIS)

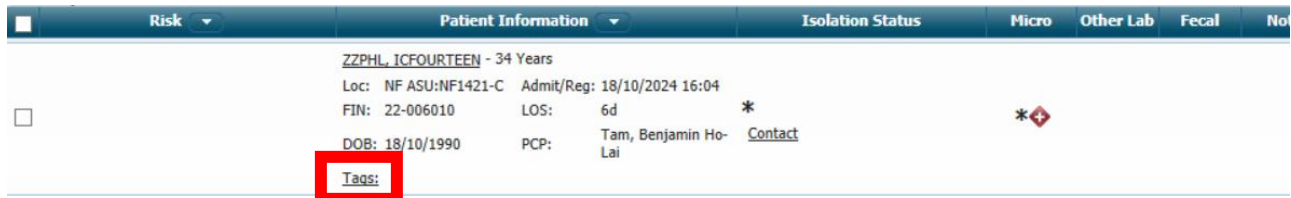
### INFECTION CONTROL

This workflow will go over how to add a patient tag for on-call use.

1. Open up the IPAC Worklist and select the Facility on the left-hand side to and the refresh arrow to Generate the List of patients in that facility.



2. Find a patient to add the “On Call” Tag so they will be monitored by the ICP on call.
3. Select the **Tags:** button below the Patient Information



4. A Tags Box should pop up. Sort through the Available tags and find “On Call.” Check the box next to the “On Call” Tag, then select the “Move” arrow to move the selected Tag to the “Selected” box, then select “OK” to save the Selected tag.



## ADD A PATIENT TAG FOR ON-CALL USE HOSPITAL INFORMATION SYSTEM (HIS)

Tags for ZZPHL, ICFOURTEEN

\* A maximum of 10 tags per patient

<input type="checkbox"/> Lindsay H		
<input type="checkbox"/> Manish		
<input type="checkbox"/> Marissa	X	
<input type="checkbox"/> Mary Theresa	X	
<input type="checkbox"/> Nicole	X	
<input checked="" type="checkbox"/> On Call		
<input type="checkbox"/> Rylan	X	
<input type="checkbox"/> Sepsis		
<input type="checkbox"/> Sue	X	
<input type="checkbox"/> Veronica	X	

Move >

OK Cancel

5. You will now see the "On Call" tag attached to the patient

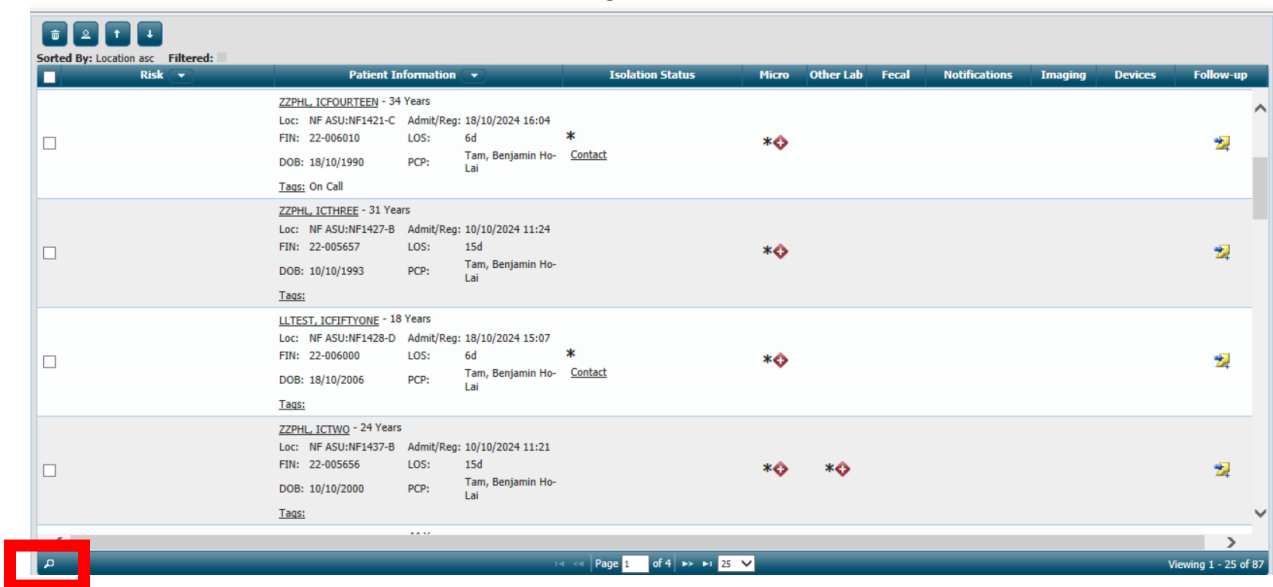
Risk	Patient Information	Isolation Status
	<p>ZZPHL, ICFOURTEEN - 34 Years</p> <p>Loc: NF ASU:NF1421-C Admit/Reg: 18/10/2024 16:04</p> <p>FIN: 22-006010 LOS: 6d *</p> <p>DOB: 18/10/1990 PCP: Tam, Benjamin Ho-Lai <a href="#">Contact</a></p> <p><b>Tags: On Call</b></p>	



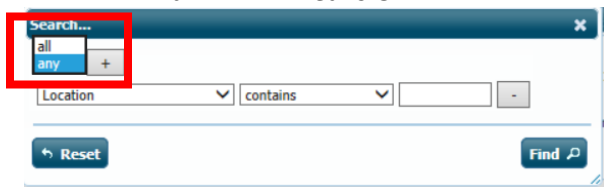
# ADD A PATIENT TAG FOR ON-CALL USE HOSPITAL INFORMATION SYSTEM (HIS)

## Create an On Call Worklist:

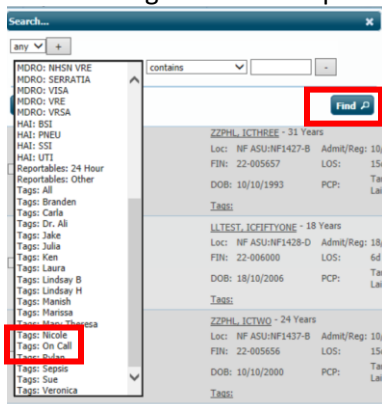
1. Select the search arrow at the bottom right of the ICP Worklist



2. A search box will pop up; select the **Any** (means or) in the drop-down
  - a. ALL- means AND
  - b. ANY - means OR



3. Scroll through the first drop down selection and select **“Tags: On Call”** then select **“Find”**

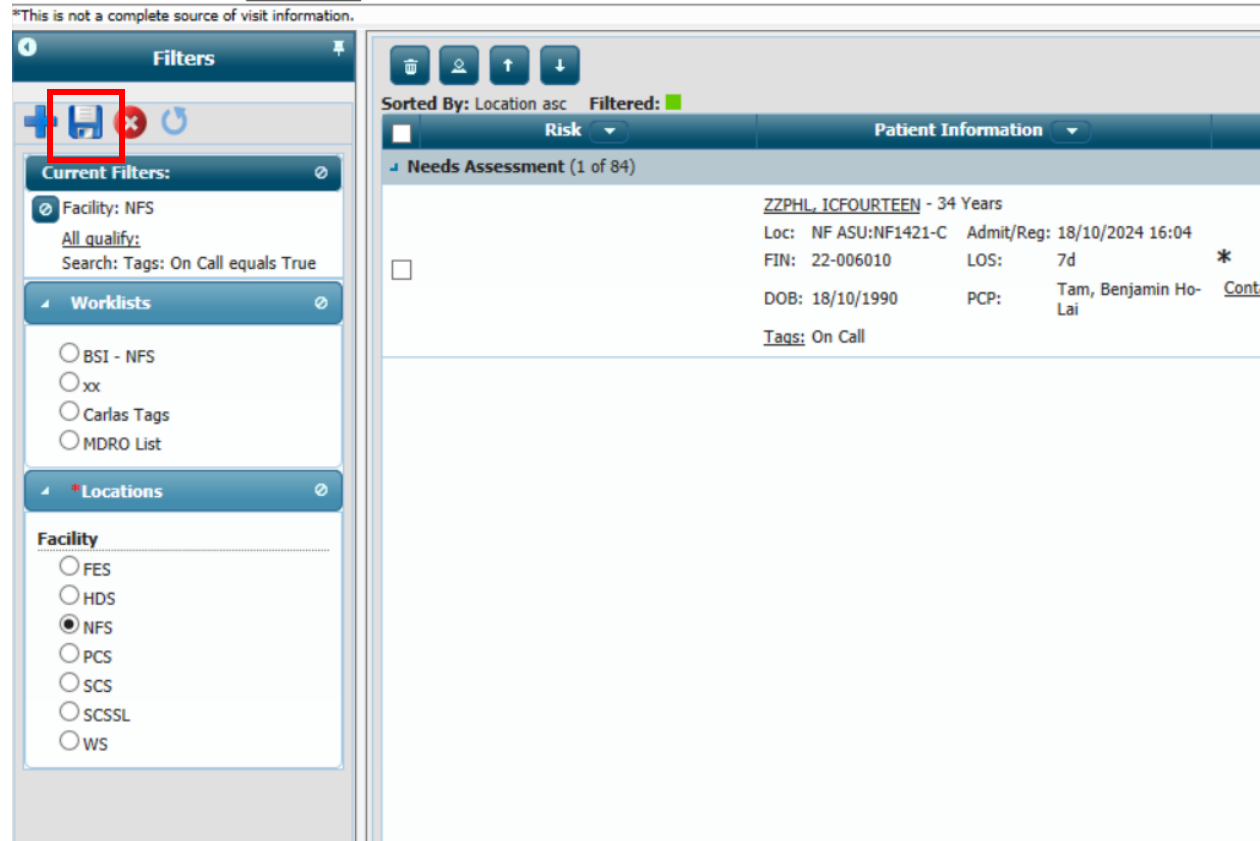


## DISCONTINUING ISOLATION ORDER

### HOSPITAL INFORMATION SYSTEM (HIS)

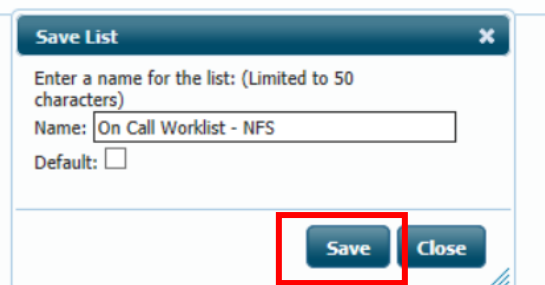
4. 4. You will now see that any patients in the selected facility with the “On Call” tag will be brought to the search.
5. Save this Worklist for future use:
  - a. Select the floppy disk (save icon on the left-hand side of the screen) to save the list

\*This is not a complete source of visit information.



The screenshot shows the HIS interface with a filters panel on the left and a patient information table on the right. The filters panel includes sections for Current Filters, Worklists, and Locations. A red box highlights the floppy disk icon in the filters panel. The patient information table shows details for a patient named ZZPHL, ICFOURTEEN, 34 Years old, located at NF ASU:NF1421-C, admitted on 18/10/2024 at 16:04. The patient's tags include On Call.

- b. Name the list and select **Save**
  - i. \* if you select the default button this is the list that will automatically open when you log in with your credentials \*



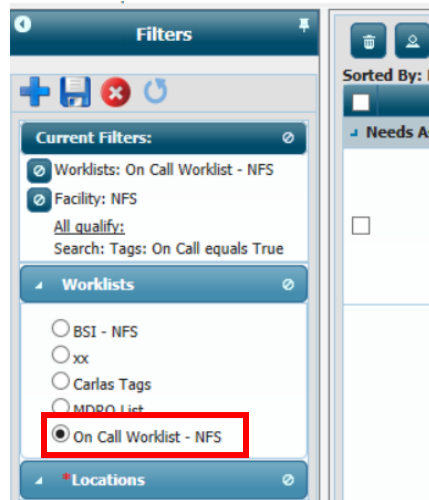
The Save List dialog box prompts the user to enter a name for the list (limited to 50 characters). The name field contains "On Call Worklist - NFS". The Default checkbox is unchecked. The Save button is highlighted with a red box.

- c. You will now see your newly created worklist on the Worklist options on the left side of the page



# DISCONTINUING ISOLATION ORDER

## HOSPITAL INFORMATION SYSTEM (HIS)



### Please Note:

You must make a separate list for **EVERY SITE** you would like to monitor (NFS, SCS etc.). Repeat steps 1-5 for the **Create an On Call Worklist** for each site.

This worklist is live and will affect the larger locations worklist; if you resolve a patient on this list, it will **also** resolve the patient on the larger Facility List.

Any patients with the On Call tag will automatically populate to your list! 😊