

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

Risk 💌	Patient I	nformation		Isolation Status	Micro	Other Lab	Fecal	Not
	ZZPHL, ICFOURTEEN - 3 Loc: NF ASU:NF1421-C FIN: 22-006010 DOB: 18/10/1990 Tags:	4 Years Admit/Reg: LOS: PCP:	: 18/10/2024 16:04 6d Tam, Benjamin Ho- Lai	* <u>Contact</u>	*\$			

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.

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

Risk 💌	Patie	ent Information		Isolation Status
	ZZPHL, ICFOURTEE	N - 34 Years		
	Loc: NF ASU:NF14	21-C Admit/Reg:	18/10/2024 16:04	
	FIN: 22-006010	LOS:	6d	*
	DOB: 18/10/1990	PCP:	Tam, Benjamin Ho- Lai	Contact
	Tags: On Call			







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

Patient Info	ormation 💌	Isolation Status	Micro	Other Lab	Fecal	Notifications	Imaging	Devices	Follow-up	
ZZPHL, ICFOURTEEN - 34 Ye Loc: NF ASU:NF1421-C A FIN: 22-006010 L	'ears Admit/Reg: 18/10/2024 16:04 LOS: 6d	*	*�						2	^
DOB: 18/10/1990 F	PCP: Tam, Benjamin Ho- Lai	Contact								
Tags: On Call										
ZZPHL, ICTHREE - 31 Years Loc: NF ASU:NF1427-8 A FIN: 22-005657 L	; Admit/Reg: 10/10/2024 11:24 LOS: 15d		*�						2	
DOB: 10/10/1993 P	PCP: Tam, Benjamin Ho- Lai		-							
Tags:										
LLTEST, ICFIFTYONE - 18 Y Loc: NF ASU:NF1428-D A FIN: 22-006000 L	'ears Admit/Reg: 18/10/2024 15:07 LOS: 6d	*	*0						*	
DOB: 18/10/2006 F	PCP: Tam, Benjamin Ho-	Contact	•							
Tags:	201									
ZZPHL, ICTWO - 24 Years Loc: NF ASU:NF1437-B A FIN: 22-005656 L	Admit/Reg: 10/10/2024 11:21 LOS: 15d		*�	*�					*	
DOB: 10/10/2000 F	PCP: Tam, Benjamin Ho- Lai									
Tags:										~
									>	
	1-	 <	►I 25 💙					V	iewing 1 - 25 of	f 87
	Patient Inf Z2PHL_ICFOURTEEN - 34 Vi Loc: NF ASU/NE1421-C FIN: 22-006010 DOB: 18/10/1990 Tagg: On Call Z2PHL_ICFNEE - 31 Years Loc: NF ASU/NF1427-8 FIN: 22-005657 DOB: 10/10/1993 Tagg: LITEST_ICFIFTYONE - 18 N Loc: NF ASU/NF1428-D FIN: 22-006000 DOB: 18/10/2006 Tagg: Z2PHL_ICTWO - 24 Years Loc: NF ASU/NF1437-8 FIN: 22-005656 DOB: 10/10/2000 Tagg:	Patient Information	Patient Information Isolation Status ZZPHL_ICPORTEEN - 34 Years Loc: NF ASU:MF1421-C Admlt/Reg: 18/10/2024 16:04 * Loc: NF ASU:MF1421-C Admlt/Reg: 18/10/2024 16:04 * Contact Jags: On Call ZZPHL_ICTMRET - 31 Years Contact Contact Loc: NF ASU:MF1427-B Admlt/Reg: 10/10/2024 11:24 Contact Contact Jags: On Call ZZPHL_ICTMRET - 31 Years Loc: NF ASU:MF1427-B Admit/Reg: 10/10/2024 11:24 Contact Loc: NF ASU:MF1428-D Admit/Reg: 18/10/2024 11:24 Contact Contact Loc: NF ASU:MF1428-D Admit/Reg: 18/10/2024 11:20 * Contact Loc: NF ASU:MF1428-D Admit/Reg: 10/10/2024 11:20 * Contact Loc: NF ASU:MF1437-B Admit/Reg: 10/10/2024 11:20 * Contact Loc: NF ASU:MF1437-B Admit/Reg: 10/10/2024 11:21 K Contact Loc: NF ASU:MF1437-B Admit/Reg: 10/10/2024 11:21 K Contact Loc: NF ASU:MF1437-B Admit/Reg: 10/10/2024 11:21 Lal K Loc: NF ASU:MF1437-B Admit/Reg: 10/10/2024 11:21 Lal	Patient Information Isolation Status Micro ZZPHL_ICFOURTEEN - 34 Years Image: 2000000 Image: 20000000 Image: 2000000 Image:	Patient Information Isolation Status Micro Other Lab Z2PHL ICFOURTEEN - 34 Years Image: 18/10/2024 16:04 * * * D08: 18/10/1990 LOS: 6 d * * * Tamp: On Call Tam, Benjamin Ho- Lai Contact * * * Z2PHL ICFMEET - 31 Years Image: On Call Image: On Call Image: On Call * * Z2PHL ICFMEET - 31 Years Image: On Call Image: O	Patient Information Isolation Status Micro Other Lab Fecal ZZPHL_ICPURTEEN-34 Years Lo:: NF ASU:NF1421-C Admit/Reg: 18/10/2024 16:04 *	Patient Information Isolation Status Micro Other Lab Fecal Notifications ZZPHL_ICFOURTEEN - 34 Years Lo:: NF ASUNIF142-C Admit/Reg: 18/10/2024 16:04 *	Patient Information Isolation Status Micro Other Lab Fecal Motifications Imaging ZZPHL_ICFQUETEEN - 34 YEARS Los: Isolation Status Micro Other Lab Fecal Motifications Imaging Los: In Admit/Reg: 18/10/2024 16:04 * <td< td=""><td>Patient Information Isolation Status Micro Other Lab Fecal Notifications Imaging Devices Z2PHL ICFUNETESH - 34 Years Admit/Reg: 18/10/2024 16:04 *</td><td>Patient Information Isolation Status Micro Other Lab Fecal Notifications Imaging Devices Follow-up Z2PHL_ICFQURTEEN - 34 Years Lo:: NF ASUMP1421-C Admit/Reg: 18/10/2024 16:04 *</td></td<>	Patient Information Isolation Status Micro Other Lab Fecal Notifications Imaging Devices Z2PHL ICFUNETESH - 34 Years Admit/Reg: 18/10/2024 16:04 *	Patient Information Isolation Status Micro Other Lab Fecal Notifications Imaging Devices Follow-up Z2PHL_ICFQURTEEN - 34 Years Lo:: NF ASUMP1421-C Admit/Reg: 18/10/2024 16:04 *

- 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"

Search				×
any 💙 +				1
MDRO: NHSN VRE MDRO: SERRATIA MDRO: VISA MDRO: VRE MDRO: VRSA HAI: BSI	Contains	~	• Find A	9
HAI: PNEU HAI: SSI HAI: UTI Reportables: 24 Hour Reportables: Other Tags: All Tags: Branden Tags: Carla		<u>ZZPHL, ICTHREE</u> - 31 Yea Loc: NF ASU:NF1427-B FIN: 22-005657 DOB: 10/10/1993 <u>Tags:</u>	Admit/Reg: LOS: PCP:	10/1 15d Tam Lai
Tags: Dr. Ali Tags: Jake Tags: Julia Tags: Ken Tags: Laura Tags: Lindsay B Tags: Undsay H Tags: Manish		LLTEST, ICFIFTYONE - 18 Loc: NF ASU:NF1428-D FIN: 22-006000 DOB: 18/10/2006 Tags:	Years Admit/Reg: LOS: PCP:	18/J 6d Tam Lai
Tags: Marissa Tags: Mao, Tharesa Tags: Nicole Tags: On Call Tags: Sepsis Tags: Sue Tags: Sue Tags: Veronica	~	22PHL, ICTWO - 24 Years Loc: NF ASU:NF1437-B FIN: 22-005656 DOB: 10/10/2000 Tage:	Admit/Reg: LOS: PCP:	10/J 15d Tam Lai

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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.

is is not a complete source of that information		
Filters		
	Sorted By: Location asc Filtered:	
P 🛃 🔁 🗘	Risk 💌	Patient Information 💌
Current Filters: 0	Needs Assessment (1 of 84)	
Facility: NFS <u>All qualify:</u> Search: Tags: On Call equals True Worklists		ZZPHL, ICFOURTEEN - 34 Years Loc: NF ASU:NF1421-C Admit/Reg: 18/10/2024 16:04 FIN: 22-006010 LOS: 7d * DOB: 18/10/1990 PCP: Tam, Benjamin Ho- C Tags: On Call Lai Lai Lai
OBSI - NFS Oxx Carlas Tags MDRO List ▲ *Locations Ø		
Facility FES HDS NFS PCS SCS SCSSL WS		

- 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 *

Save List	×
Enter a name for the list: (L	imited to 50
Name: On Call Worklist - Ni	FS
Default:	
	Save Close
	Close

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

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Please Note:

OPERATION

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! 🛞



