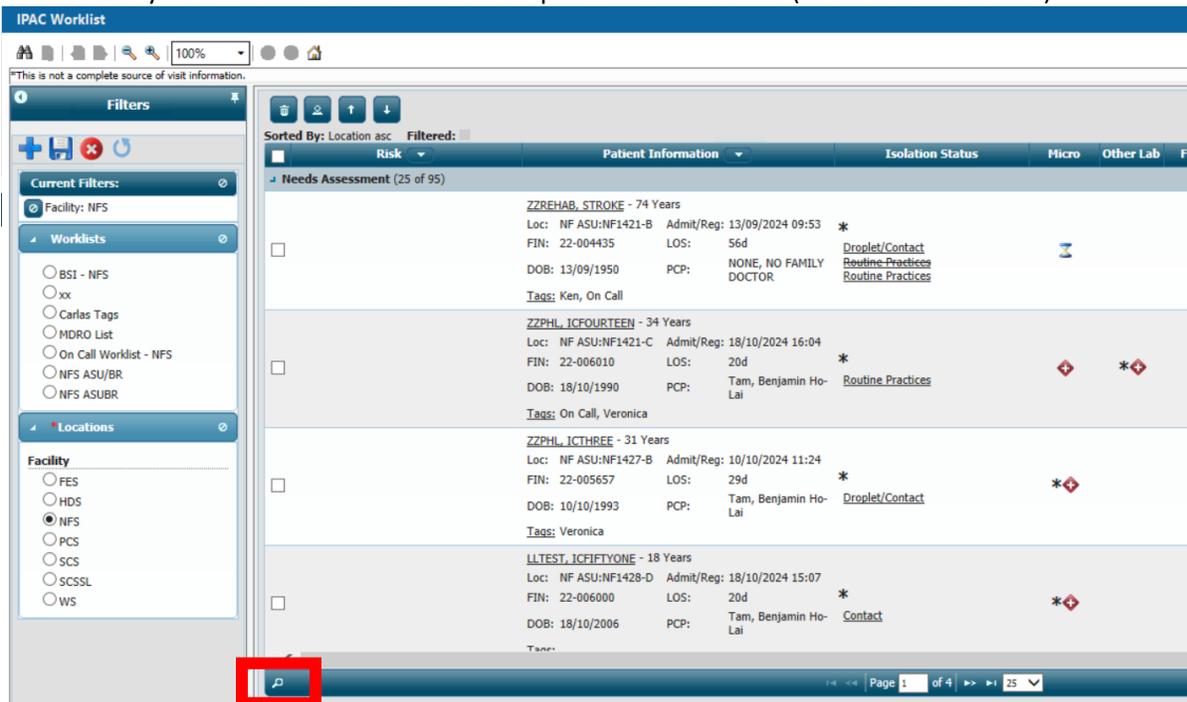INFECTION CONTROL

Create a Worklist:

1. Select the search arrow at the bottom right of the ICP Worklist – make sure you have the Facility that you would like the worklist to be pulled from selected (in ex. Below it is NFS)

2. A search box will pop up; select the **Any** (means or) in the drop-down
   a. **ALL** - means AND
   b. **ANY** - means OR
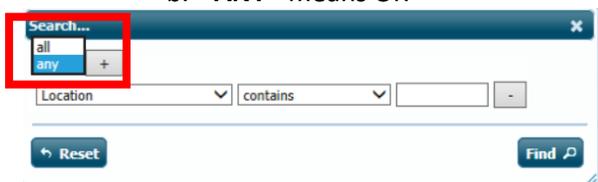
3. Scroll through the first drop down selection and select what you would like, if it is a Location Based Worklist then keep **"Location"** then type the Unit you would like pulled to this Worklist Ex. NF ASU – Note: you need to type the Unit the exact way it is showed on the Worklist

4. If you want to pull multiple units to the Worklist then select the Plus symbol and repeat Step 3

5. Once all the units of interest are selected Select the Find button
6. You will now see that any patients in the selected facility (NFS in this example) with the Selected units will be brought to the search.
7. 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

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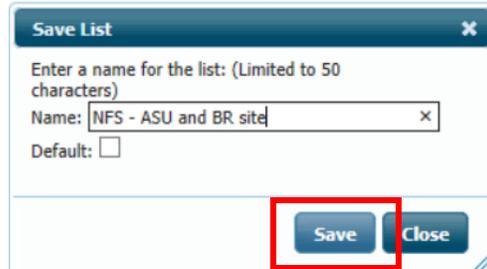
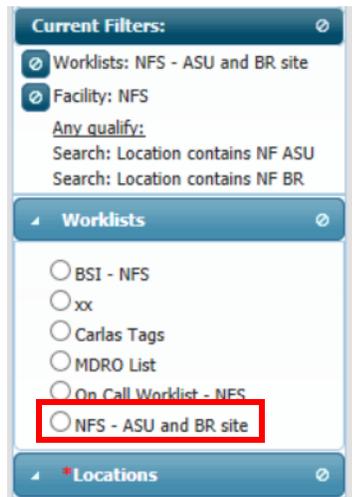c.   You will now see your newly created worklist on the Worklist options on the left side of the page

Please Note:

 You must make a separate list for **EVERY SITE** you would like to monitor (NFS, SCS etc.). Repeat steps 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 added to the units will automatically populate to your list! 😊