

HOW TO CREATE A WORKLIST HOSPITAL INFORMATION SYSTEM (HIS)

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)

IPAC Worklist				
This is not a complete source of visit information.	•• 4			
• Filters •	Sorted By: Location asc Filtered:	Patient Information 💌	Isolation Status	Micro Other Lab Fe
Current Filters: 0 Ø Facility: NFS Worklists 0 BSI - NFS Oxx	Reeds Assessment (25 or 95)	ZZREHAB, STROKE - 74 Years Loc: NF ASU:NF1421-B Admit/Reg: 13/09/20 FIN: 22-004435 LOS: 56d DOB: 13/09/1950 PCP: NONE, N DOCTOR Tags: Ken, On Call	2024 09:53 * Droplet/Contact NO FAMILY Routine Practices R <u>Boutine Practices</u>	Z
Carlas Tags MDRO List On Call Worklist - NFS NFS ASU/BR NFS ASUBR		ZZPHL, ICFOURTEEN - 34 Years Loc: NF ASU:NF1421-C Admit/Reg: 18/10/20 FIN: 22-006010 LOS: 20d DOB: 18/10/1990 PCP: Tam, Ber Lai Tags: On Call, Veronica Veronica	2024 16:04 * enjamin Ho- <u>Routine Practices</u>	♦ *♦
Locations O Facility FES HDS NFS Orce		ZZPHL, ICTHREE - 31 Years Loc: NF ASU:NF1427-B Admit/Reg: 10/10/20 FIN: 22-005657 LOS: 29d DOB: 10/10/1993 PCP: Tam, Ber Lai Tags: Veronica	2024 11:24 * enjamin Ho- <u>Droplet/Contact</u>	*�
Scs Scs ScssL Sws		LLTEST. ICFJFTYONE - 18 Years Loc: NF ASU:NFJ428-D Admit/Reg: 18/10/20 FIN: 22-006000 LOS: 20d DOB: 18/10/2006 PCP: Tam, Ber Lai	2024 15:07 * enjamin Ho- <u>Contact</u>	*�
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- 2. A search box will pop up; select the Any (means or) in the drop-down
 - a. ALL means AND
 - b. ANY means OR

Search	×
all any +	
Location	✓ contains ✓ -
• Reset	Find P

 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

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

Location contains NF ASU contains contains contains contains 	Search			ډ
Location V contains V -	Location	✓ contains	V NF ASU	-
	Location	✓ contains	~	-
	Location	✓ contains	~	-

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- 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:

OPERATION

a. Select the floppy disk (save icon on the left-hand side of the screen) to save the list

Sorted By: Location	asc Filtered:					
	Risk 💌		Patient Ir	formation		
Needs Assessme	ent (1 of 84)					
		ZZPH	IL, ICFOURTEEN - 34	Years		
		Loc: FIN:	NF ASU:NF1421-C 22-006010	Admit/Reg: LOS:	: 18/10/2024 16:04 7d	*
		DOB:	18/10/1990	PCP:	Tam, Benjamin Ho-	Cont
		Tags:	: On Call		Lai	
	Sorted By: Location	Sorted By: Location asc Filtered: Risk Needs Assessment (1 of 84)	Sorted By: Location asc Filtered: Needs Assessment (1 of 84) ZZPH Loc: FIN: DOB: Taqs	Sorted By: Location asc Filtered: Risk Patient Ir Needs Assessment (1 of 84) <u>ZZPHL, ICFOURTEEN</u> - 34 Loc: NF ASU:NF1421-C FIN: 22-006010 DOB: 18/10/1990 Tags: On Call	Sorted By: Location asc Filtered: Risk Patient Information Needs Assessment (1 of 84) ZZPHL, ICFOURTEEN - 34 Years Loc: NF ASU:NF1421-C Admit/Reg: FIN: 22-006010 LOS: DOB: 18/10/1990 PCP: Tags: On Call	Sorted By: Location as: Filtered: Risk Patient Information Risk Patient Risk Pat

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b. Name the list and select Save





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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: (Limited to characters)	0
Name: NFS - ASU and BR site	×
Default:	
	ave Close

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.

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Any patients added to the units will automatically populate to your list! 🐵

