Location Patient List displays a list of patients associated to a particular location or list of locations. The list of patients is based on the patient census. The **Location Patient List** set up also applies to the **Clinical Leader Organizer**, another tool that allows you to review patient information at the multi-patient level.

Follow the steps below to set up a **Location Patient List**:

1. Select the **Patient List** [Patient List] button on the toolbar.

2. Click the **List Maintenance** icon.

3. In the **Modify Patient Lists** window, click **New**.
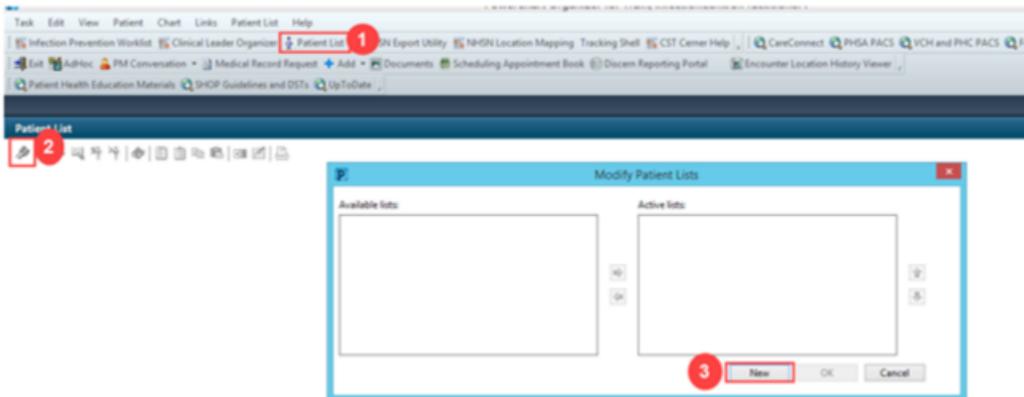
4. In the **Patient List Type** window, select **Location**.

5. Click **Next**.
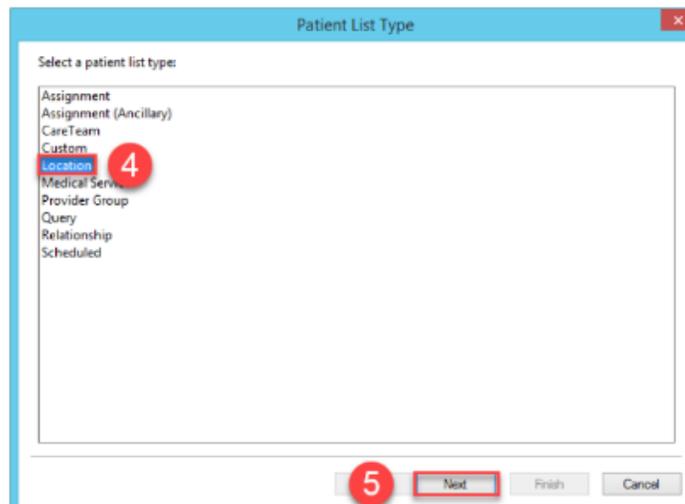
6. In the **Location Patient List** window, expand the **Locations** folder by clicking the **Plus Sign** ⊞⊠☐ Locations . A location tree will display.
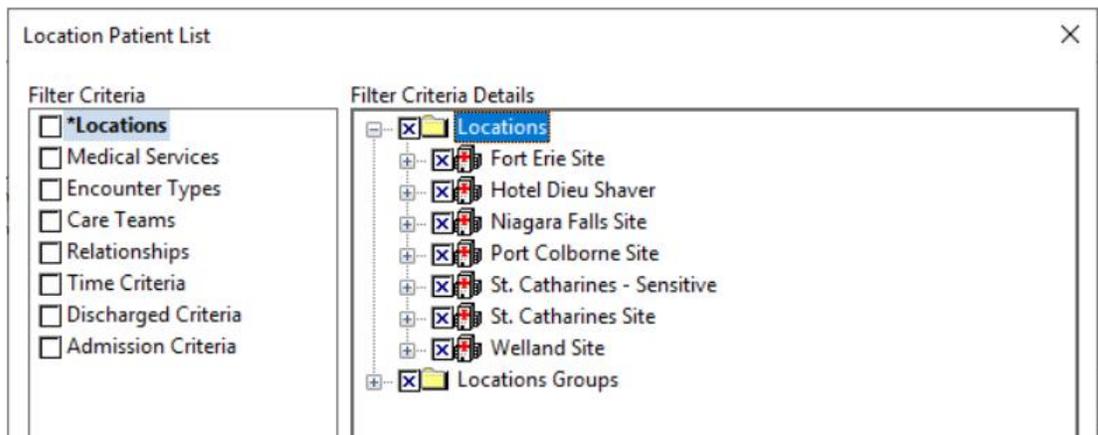
7. Click the next **Plus Sign** of whichever Location you are interested in, to expand a list of units in that Hospital

WARNING: DO NOT put a checkmark in the tick box beside the facility (e.g. LGH Lions Gate Hospital). If you do so, the system will load all the patients from the selected facility in your Location Patient List. This not only slows down the system, but also freezes your screen.

Do **NOT** select the check box beside the Facility (Niagara Falls Site)
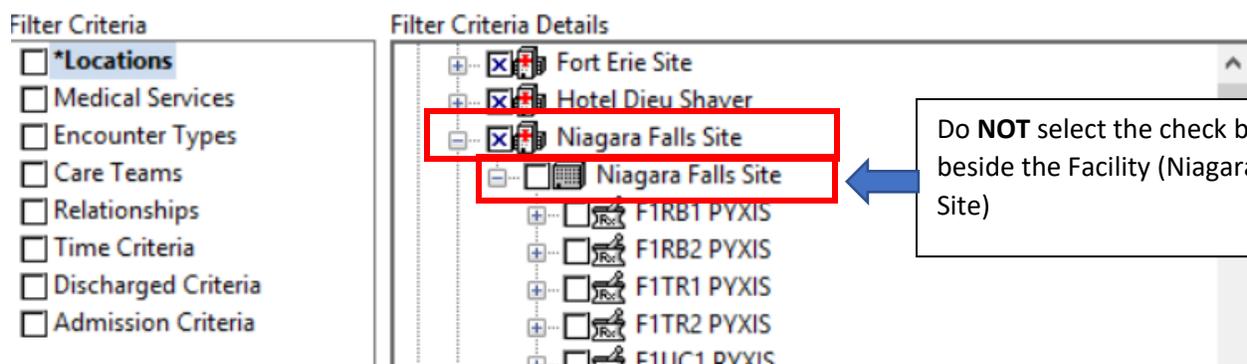
8. Select (checkmark) the **Unit** you would like to load the patients in
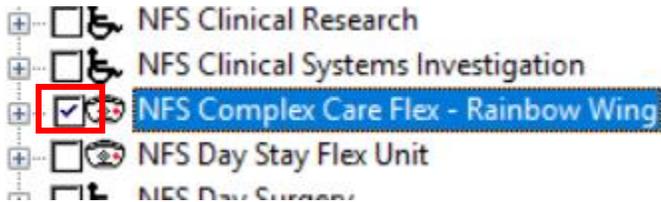
9**. Location Patient Lists** are automatically **named** for the location you selected. However, you can edit the **name** and add your Initials.

10. Click **Finish**
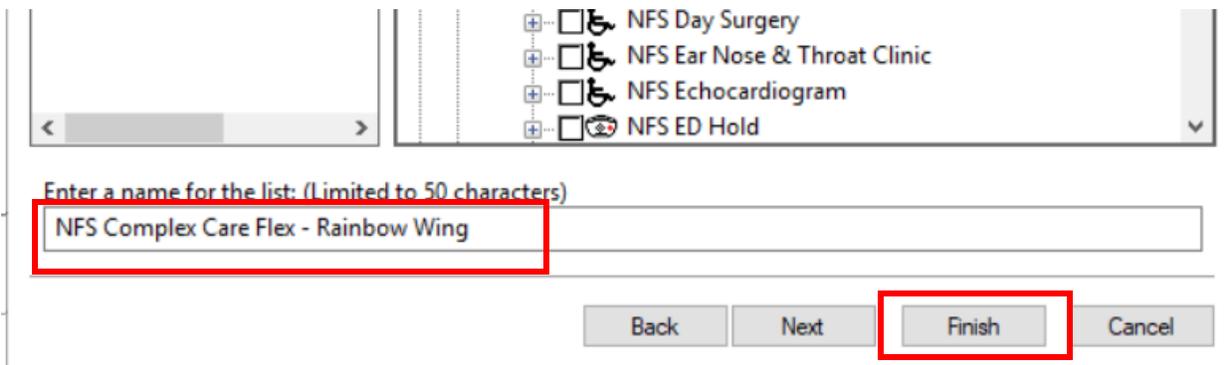
Return to the **Modify Patient Lists** window. Your selected unit is now displayed in the **Available Lists** pane. You will activate this patient list.

11. Select the location List that you have set up from the **Available lists:** the select on the left pane

12. Click the **"ADD"** icon to move the selected unit to the **Active Lists** pane on the right side of the Modify Patient Lists window.

13. Click **"OK"**

NOTES:

- Once the **Location Patient List** has been created, it will stay in your CST Cerner account until it is manually deleted.

- To remove the **Location Patient List**, move a selected unit back to the **Available List** pane. Then right click on the selected unit and click **Delete Patient List**.

- The list of patients in the **Location Patient List** is not modifiable in CST Cerner as it is based on patient census.

- Discharged patient is automatically removed from the **Location Patient List** when the current encounter has been discharged.

You can also **Customize the Columns** that you would like to see on your list

14. On the Top right select the [icon] Icon to customize the columns

15. In the same manner as before, select from the **Available Columns** and move them to the **Existing Columns**

16. Change the order columns are displayed using the up and down arrows (when you have one of the Existing Columns Selected) and the ❌ to remove selected columns from the **Existing Columns** arrows (when you have one of the Existing Columns Selected)
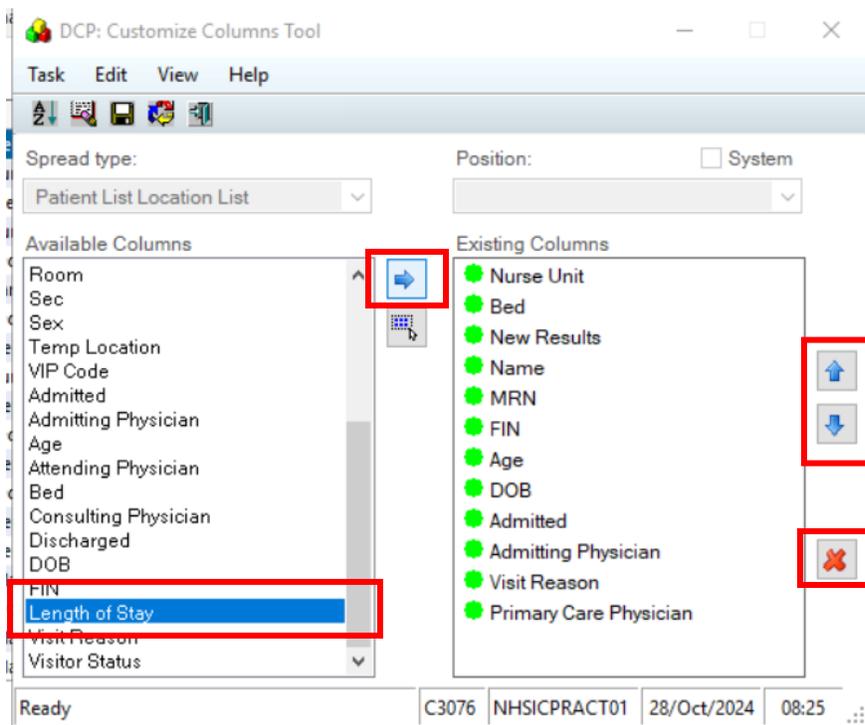
16. once you are happy with the columns displayed, select the Save Icon 💾 and then the Exit Icon so your list is saved to your account