

## Choosing or Switching a Patient List

- 1 From the Patient List tab, select the Patient List drop-down.
- 2 Select the patient list from the drop-down list. To switch to another patient list, select a different patient list from the patient list drop-down.



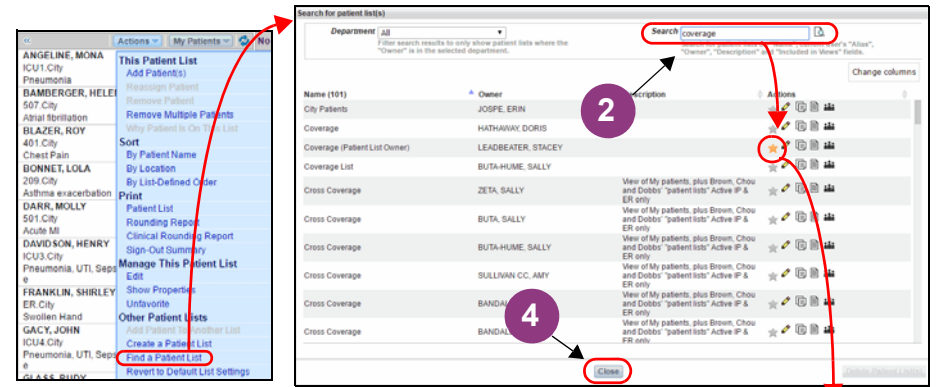
1

2

| Name           | Age | Gender | Location  | Diagnosis           |
|----------------|-----|--------|-----------|---------------------|
| ANGELINE, MONA | 90  | F      | ICU       | Pneumonia           |
| BONNET, LOLA   | 17  | F      | LOS:4D    | Asthma exacerbation |
| BROOKS, ANGELA | 20  | F      | LOS:3.9H  | Abdominal Pain      |
| DARR, MOLLY    | 76  | F      | LOS:4D    | Acute MI            |
| GLASS, RUDY    | 55  | M      | 02/18/15  | Hip Fracture        |
| HEATH, NEIL    | 65  | M      | LOS:22.4H |                     |

## Finding and Favoriting a Patient List

- 1 Select the **Actions** drop-down, and then **Find a Patient List** to open the Search for patient list(s) screen.
- 2 Enter search criteria and then click **Favorite** icon to open Edit Favorite dialog.
- 3 (Optional) Change **Alias** name and then click **Save** button to return to Search for patient list(s) screen.
- 4 Click the **Close** button to return to Patient List.

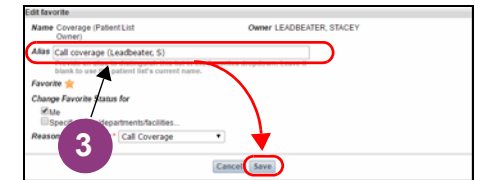


1

2

3

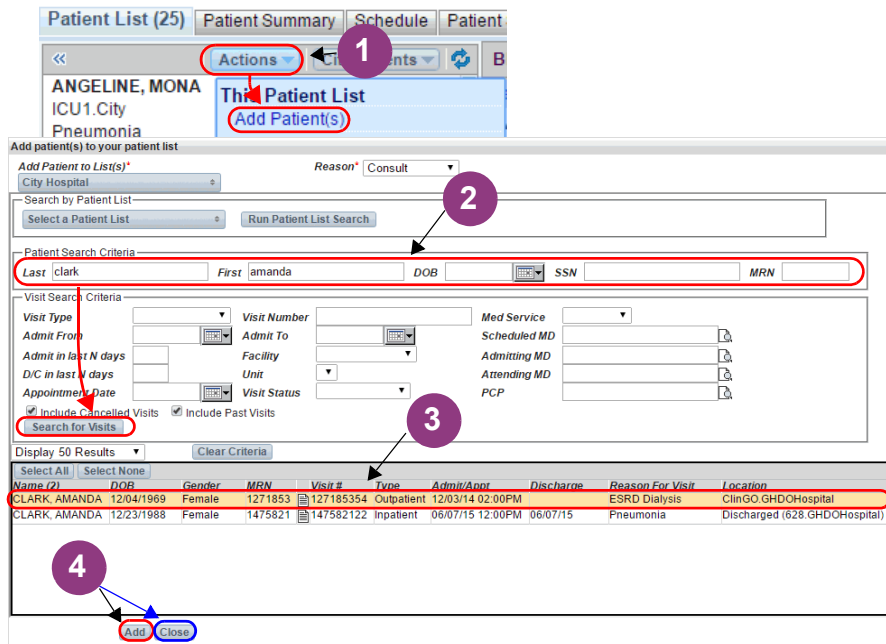
4



3

## Adding a Patient to a Patient List

- 1 Select the **Actions** drop-down and then **Add Patient(s)**.  
Add patients to your patient list screen displays.
- 2 Enter search criteria, and then click **Search for Visits** button.
- 3 Select patient visit.
- 4 Click **Add** button to add patient to the patient list, and then click **Close** button to return to the **Patient List** tab.



1

2

3

4

| Name (2)      | DOB        | Gender | MRN     | Visit #   | Type       | Admit/Appt       | Discharge | Reason For Visit | Location                      |
|---------------|------------|--------|---------|-----------|------------|------------------|-----------|------------------|-------------------------------|
| CLARK, AMANDA | 12/04/1969 | Female | 1271853 | 127185354 | Outpatient | 12/03/14 02:00PM | 06/07/15  | ESRD Dialysis    | ClinGO.GHDOHospital           |
| CLARK, AMANDA | 12/23/1988 | Female | 1475821 | 147582122 | Inpatient  | 06/07/15 12:00PM | 06/07/15  | Pneumonia        | Discharged (628.GHDOHospital) |

## Removing a Patient from a Patient List

- 1 Select the patient you wish to remove.
- 2 Select the **Actions** drop-down, and then **Remove Patient**.  
Patient is removed from the patient list.

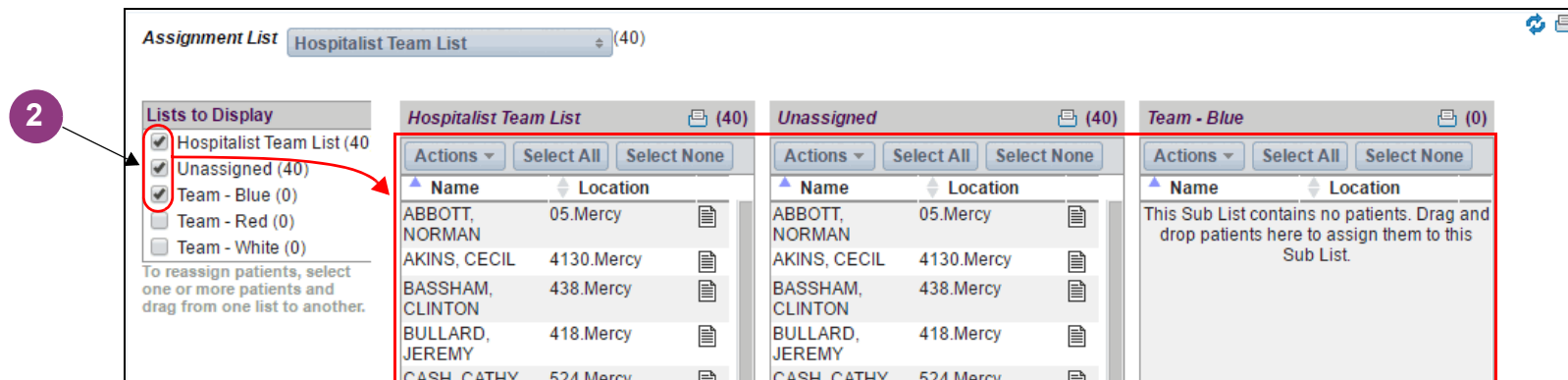
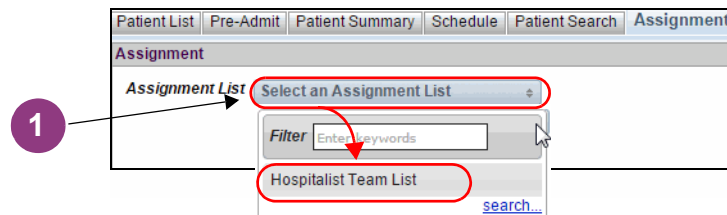


1

2

## Selecting an Assignment List and Sublists in the Assignment Tab

- 1 From the Assignment tab, click the Assignment list drop-down, and then select the Assignment list.
- 2 Click the checkboxes of the Assignment List and/or sublists that you want displayed.



## Assigning Patients in the Assignment Tab

- 1 Select the patient(s) from the Assignment List or sublist that you want to reassign.
- 2 With the patient(s) selected, hold the mouse select button down, and then drag and drop the selected patient(s) to the desired sublist.

The newly reassigned patient(s) display with a green highlight.

To reassign patients, repeat steps 1 & 2.

