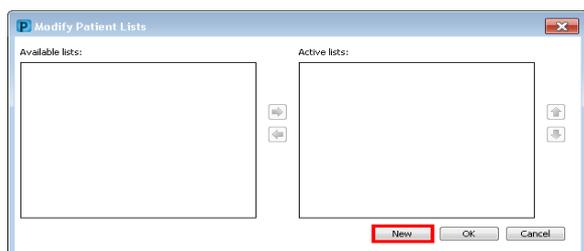# ieMR: Patient lists

There are Four (4) types of *Patient Lists* within the ieMR:

1. *Location Patient List* – Patients will automatically appear on location lists once they have been admitted as an inpatient or marked as arrived in HBCIS as an outpatient. Patients disappear from location lists once they have been discharged or marked as seen in HBCIS.

2. *Medical Services Patient List* – All patients that have been admitted as an inpatient under a certain medical team will automatically appear on this list upon admission and disappear from the list once they have been discharged.

3. *Custom Patient List* – This is a manually maintained personal list of patients.

4. *Relationship Patient List* – Only patients where there is a relationship with the clinician will automatically appear on the list. e.g. the patient's chart has been documented in or the patient is admitted under that consultant.

Creating a Patient List

1. Select *Patient List* [Patient List] from the toolbar

2. Click the *Lists Maintenance* [icon] icon

The *Modify Patient Lists* window will open.

3. To create a list, select *New*

> **Note:** See below for steps regarding how to create specific patient lists such as Location, Medical Services, Custom and Relationship patient lists.
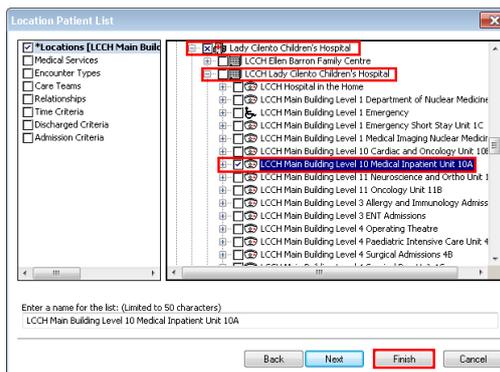
Location Patient List

1. Follow steps 1-3 under 'Creating a Patient List'.

The *Patient List Type* window will open.


2. Select *Location*
3. Click *Next*

The *Location Patient List* window will open.

4. Double click on the *Locations* folder.

5. Scroll down and double click on *Lady Cilento Children's Hospital.* This will show all Children's Health Queensland locations.

6. Double click on the relevant *over-arching location*

7. *Check the box* next to the desired *specific location*

8. The name of the location will appear automatically as the *list name*. You can nick-name your list if preferred.

9. Select *Finish*

10. The new patient list will automatically appear under *Available Lists*. To view the patient list use the across arrow to move the list to *Active Lists.*

11. Click *OK*

Medical Service Patient List

1. Follow steps 1-3 under 'Creating a Patient List'.

2. Follow steps 1-4 under 'Location Patient List'.
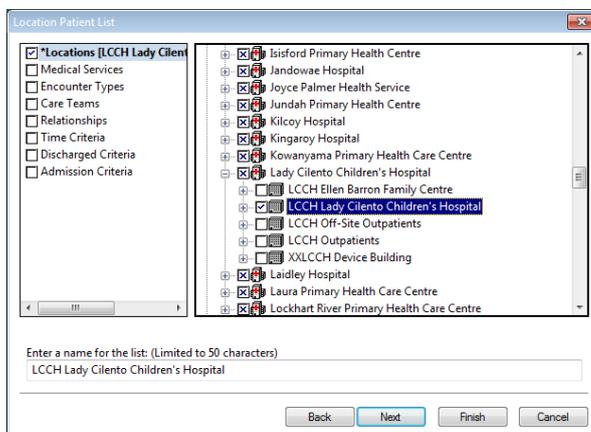
3. Check the box next to *LCCH Lady Cilento Children's Hospital.*

4. Select *Medical Service* from the left-hand menu.

5. *Check the box* next to the desired Medical Services team.
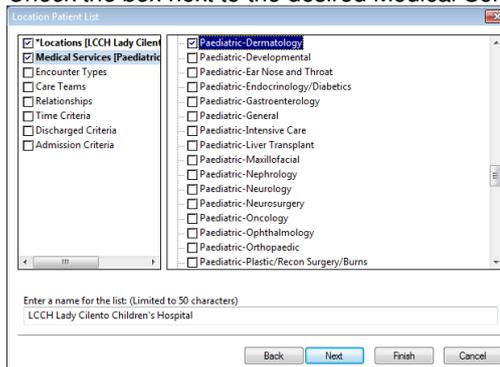
6. 'LCCH Lady Cilento Children's Hospital' will automatically appear as the *list name*. Change the list name to something meaningful to you.

7. Select *Finish*

8. The new patient list will automatically appear under *Available Lists*. To view the patient list use the across arrow to move the list to *Active Lists.*

9. Click *OK*

Custom Patient List

1. Follow steps 1-3 under 'Creating a Patient List'.

2. The *Patient List Type* window will open.

3. Select *Custom*

4. Select *Next*

5. Enter a meaningful name for the list eg. Dictation, Follow-up
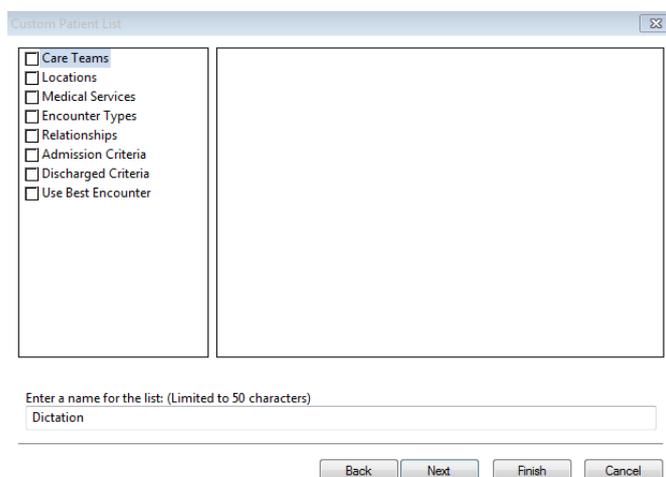
6. Select *Finish*

7. The new patient list will automatically appear under *Available Lists*. To view the patient list use the across arrow to move the list to *Active Lists.*

8. Click *OK*

9. To add a patient to your *Custom List*, select the *Add Patient* icon.
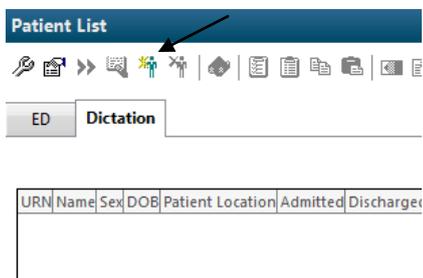

10. Complete the *Patient Search* and click *OK*.

Note: If using a custom list to open a patient's chart, it will open the chart in the encounter from when the patient was added to the list. Always review the encounter prior to documenting in a patient's chart. You must document in a relevant encounter.

Relationship Patient List

1. Follow steps 1-3 under 'Creating a Patient List'.

2. The *Patient List Type* window will open.

3. Select *Relationship*

4. Select *Next*

5. Double click *Visit Relationships*

6. *Check the box* next to your relationship with the patient *e.g. Attending Physician*
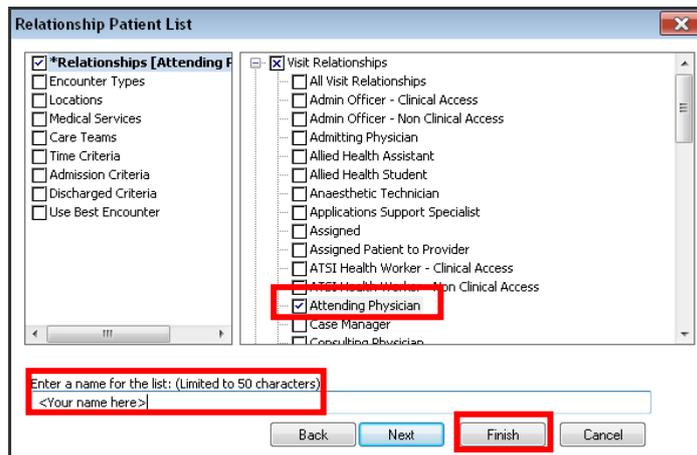
7. The name of the relationship will appear automatically as the *list name*. You can nick-name your list if preferred.

8. Select *Finish*

9. The new patient list will automatically appear under *Available Lists*. To view the patient list use the across arrow to move the list to *Active Lists*

10. Click *OK*

Note: Remember to regularly select the *Refresh* button to ensure that any new information added to PowerChart is included on a patient list.

Modify a Patient List

1. Select the *Active List* you would like to modify

2. Click onto the *Properties* icon
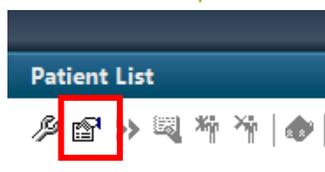
3. Modify your list as desired

4. Note: You can sort your patient lists to display by bed number, or surname etc. Simply click the heading in the patient list.

Proxy a Patient List

1. To share your patient lists with other users click on the *Properties* icon (shown above)

2. Select the *Proxy* tab

3. Select *New*

4. Check the *Provider* box and select the magnifying glass to *Search* for the colleague you wish to proxy your list to.

5. Select the type of *Access* to be provisioned from the drop down menu.

6. Select the time frame for proxy access.

7. Select *OK*

> **Note:** Full Access or Maintain Access allows the proxy to delete your list.

Refine a Patient List

There are Four (4) criteria to refine your *Patient Lists*:

1. *Encounter Types* – The criterion for this filter displays a list of patients associated with a defined episode of care eg. inpatient.
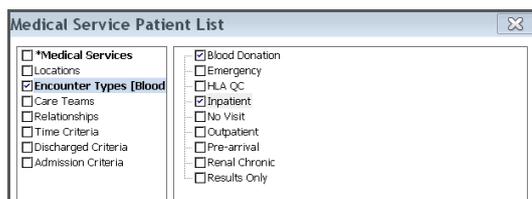

2. *Time Criteria* - The criterion for this filter will allow only patients that have meet criteria within a selected time frame (eg. 2 hours) or within a specified date range to appear on the patient list.
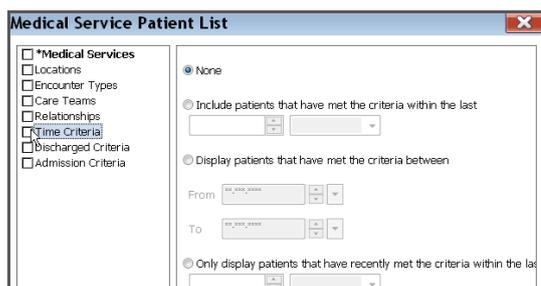
3. *Discharged Criteria* - The criterion for this filter allows patients that have not been discharged or have been discharged within a selected time frame to appear in the list.
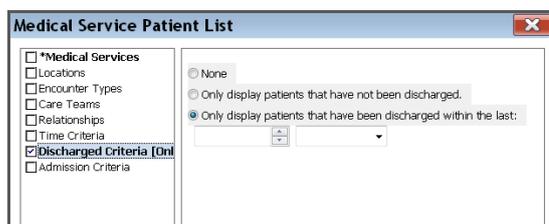

4. *Admission Criteria* - The criterion for this filter will allow only patients that have been admitted within a timeframe selected to appear in the list.
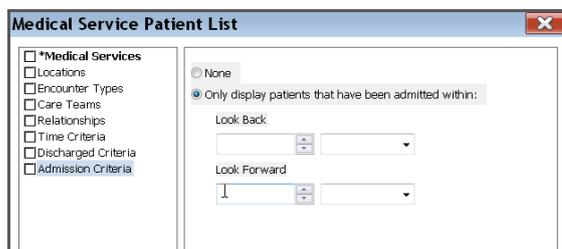
Delete a Patient List

1. Select *Patient List* from the toolbar

2. Click the *Lists Maintenance* icon

3. Only patient lists under *Available Lists* can be deleted. Use the across arrow to move the lists to *Available Lists* if required.

4. Select the patient list to be deleted and right click.

5. Select *Delete Patient List*
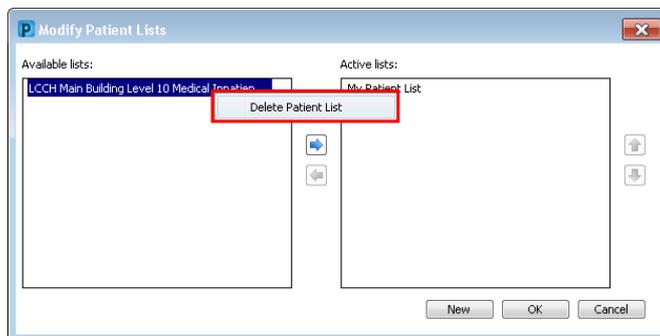
> **Note:** To remove a patient list from the *Patient Lists* window without permanently deleting it, move it from the *Active Lists* to the *Available Lists* section using the across arrow in the *Modify Patient Lists* window.
>
> The patient list can be re-added to the *Active Lists* at any time to be displayed as a tab on the *Patient lists* window.