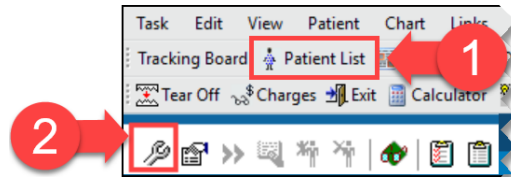# Maternity Patient List: Current & Pre-Admit Lists for Maternity Nurses and Clinical Staff
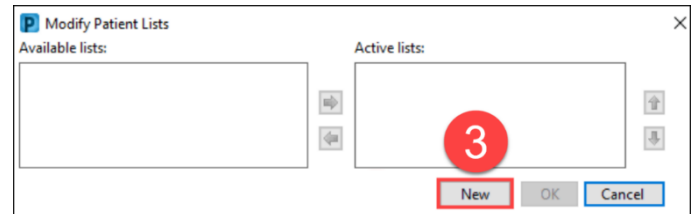
Cerner PowerChart **EDUCATION**

Creating Current List – includes all inpatients.

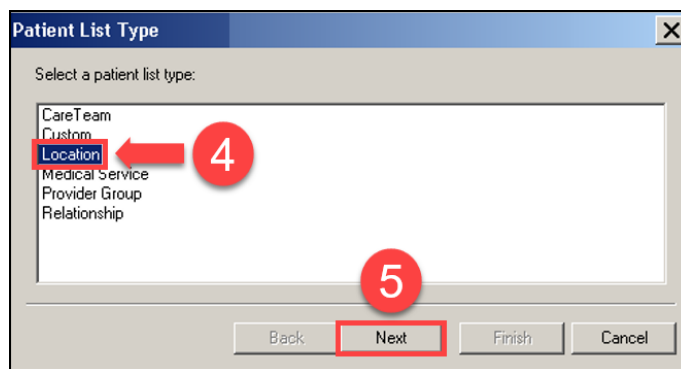1. Click **Patient List** in the toolbar.

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

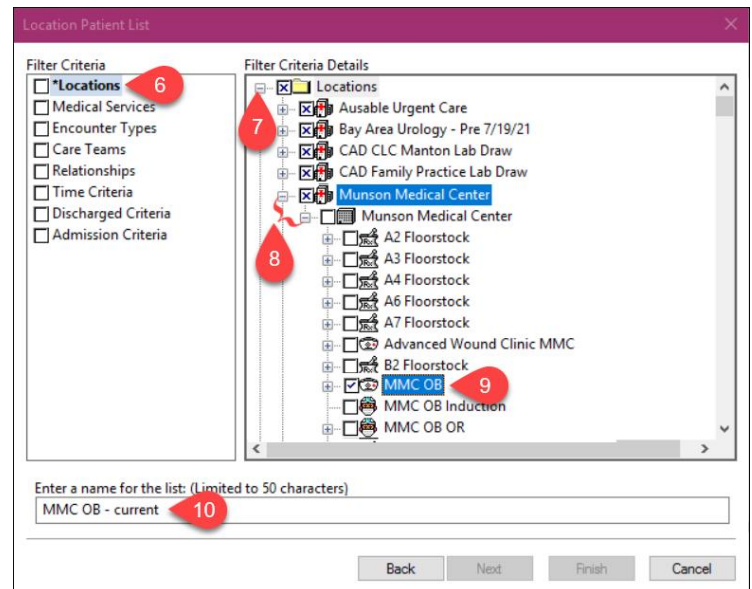3. Click **New**.

4. Click **Location**.

5. Click **Next.**

6. Select **Locations** in the left pane of the Location Patient List window.

7. Expand the location list.

8. Expand the facility (i.e. Munson Medical Center, Cadillac, Grayling, Otsego, or Charlevoix).

9. Select the correct floor (i.e. MMC OB, GRY OB, CAD OB, OMH OB, or CHX OB) in the right pane of the Location Patient List window.
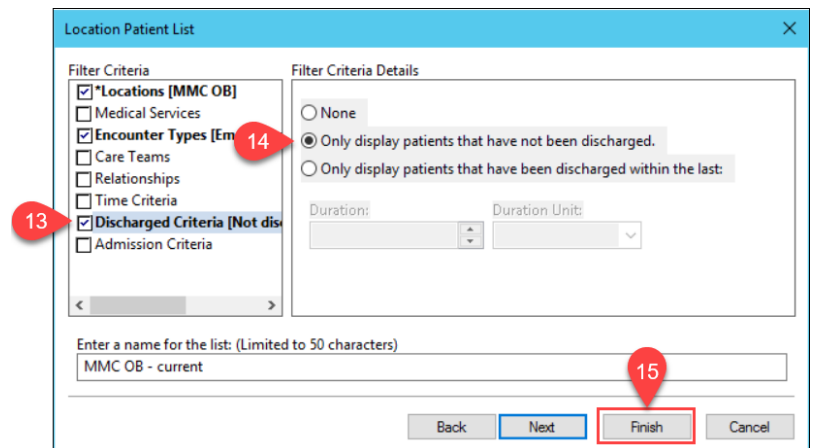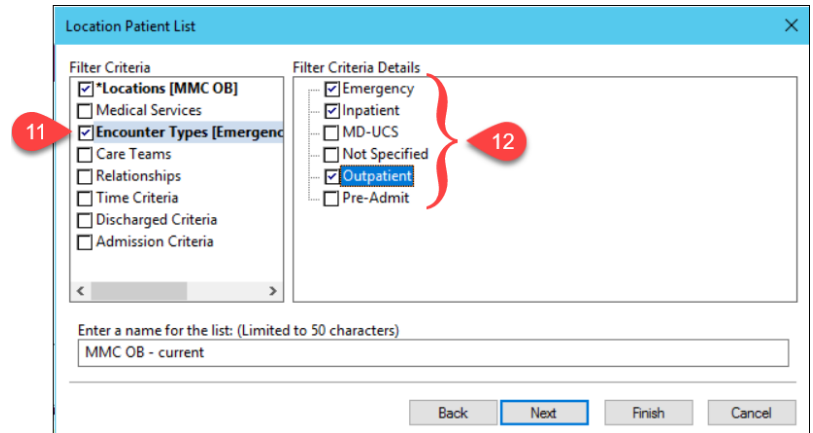
10. Type in **current** after the floor in the name box.

Maternity Patient List: Current & Pre-Admit Lists for Maternity Nurses and Clinical Staff
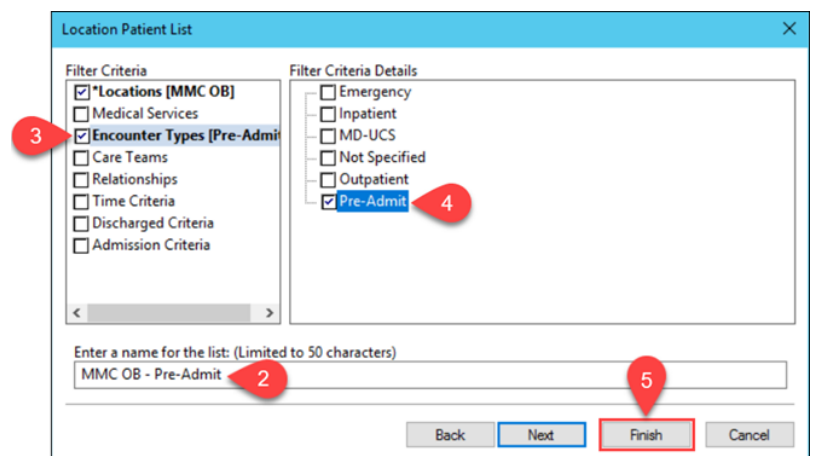
11. Select **Encounter Types** in the left pane.

12. Select **Emergency, Inpatient, and Outpatient** for the Encounter Types the required encountered types.

13. Select **Discharged Criteria** on the left pane.

14. Select **Only display patients that have not been discharged.**

15. Select **Finish.**

Creating Pre-Admit List

1. Follow instructions 1 – 9 above.

2. Type in **Pre-Admit** after the floor in the name box.

3. Select **Encounter Types** on the left pane.

4. Select **Pre-Admit.**

5. Select **Finish.**

Making Lists Available

1. Select the desired list from the Available Lists pane.

2. Select **Add** to add to Active Lists pane. Repeat as necessary.

3. Select **OK**.