Location Patient List Creation for Inpatient Units for All Hospital Staff

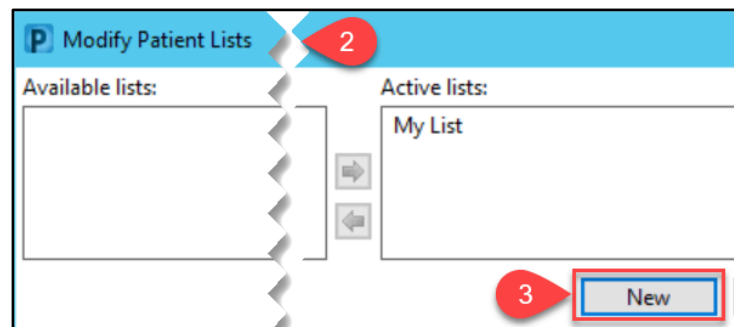Cerner PowerChart **EDUCATION**

Overview

A Location Patient List is also known as a unit list. By default, unit specific patient lists are assigned to the computers located on each inpatient unit and will automatically display when a user logs in on those devices. These lists cannot be removed from the assigned device. However, users can create additional Location Patient Lists under their username. The additional Location Patient Lists created under a username will display no matter where the user logs into PowerChart. This is beneficial for team members who work on multiple units as part of their job duties.

How to Create a Location Patient List

1. Click the List Maintenance icon on the Patient List page of PowerChart.
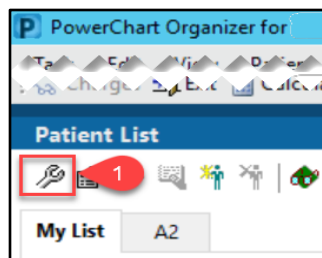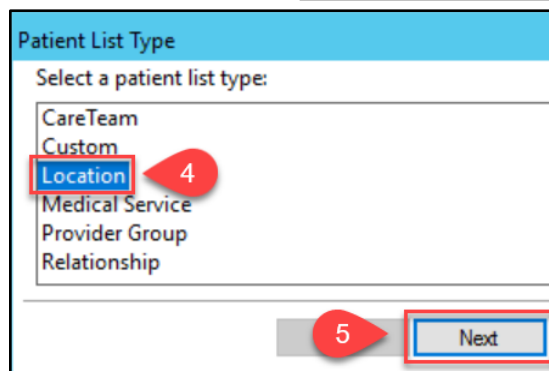

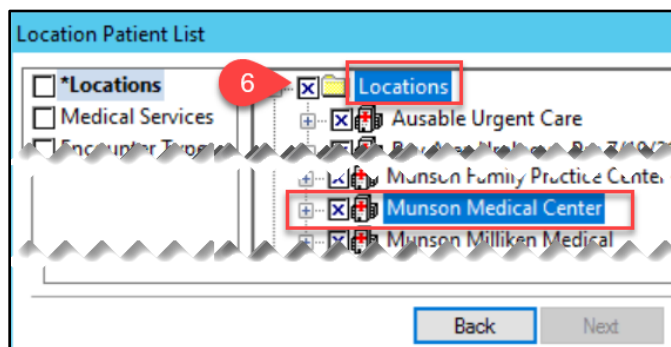2. The Modify Patient Lists window will display.

3. Click New to search Patient List Types.
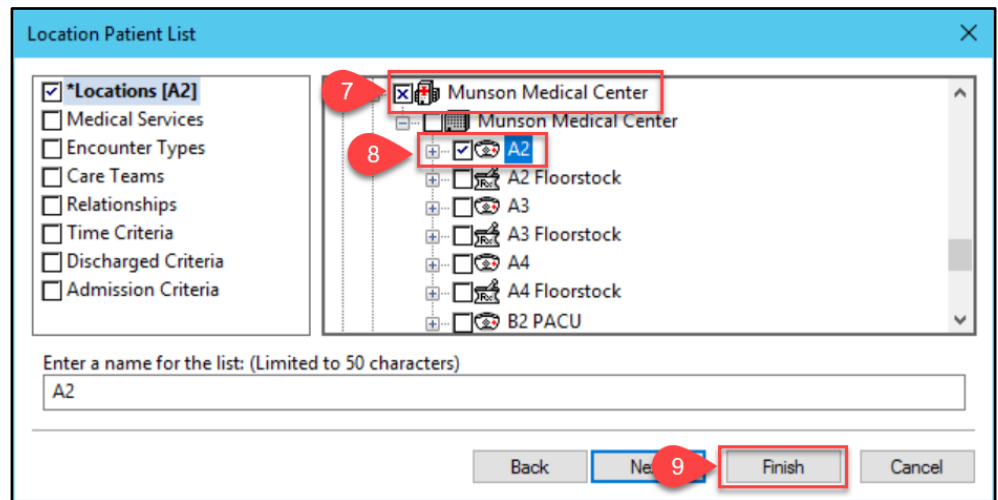

4. Select Location.

5. Click Next.

6. Double click Locations to open the folder and locate desired facility.

7. Double click on desired facility.

8. Click on the checkbox next to the desired unit.

9. Click Finish.

Location Patient List

☑ *Locations [A2]
☐ Medical Services
☐ Encounter Types
☐ Care Teams
☐ Relationships
☐ Time Criteria
☐ Discharged Criteria
☐ Admission Criteria

7 ☒ Munson Medical Center
☐ Munson Medical Center
8 ☐ ☑ A2
☐ A2 Floorstock
☐ A3
☐ A3 Floorstock
☐ A4
☐ A4 Floorstock
☐ B2 PACU

Enter a name for the list: (Limited to 50 characters)
A2

Back | Ne... | 9 Finish | Cancel

10. The unit is now in Available lists. Click to highlight.

11. Click the activated arrow to move unit to Active lists.

Modify Patient Lists

Available lists:
A2 — 10

Active lists:
My List

11 →
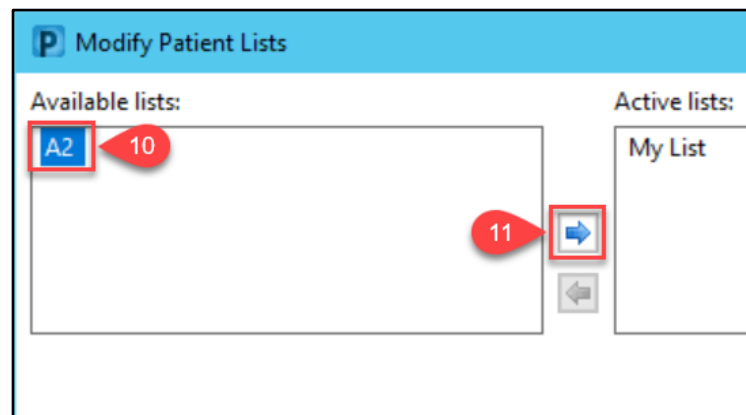
12. The unit is now in Active lists.

13. To change the order of lists in Active lists, select list and use the up or down arrows. The list that is first in the Active lists column will be the default list that displays when PowerChart opens.

14. Click OK when done.

Modify Patient Lists

Available lists:

Active lists:
My List
12 A2

13

Ne... | 14 OK | Cancel
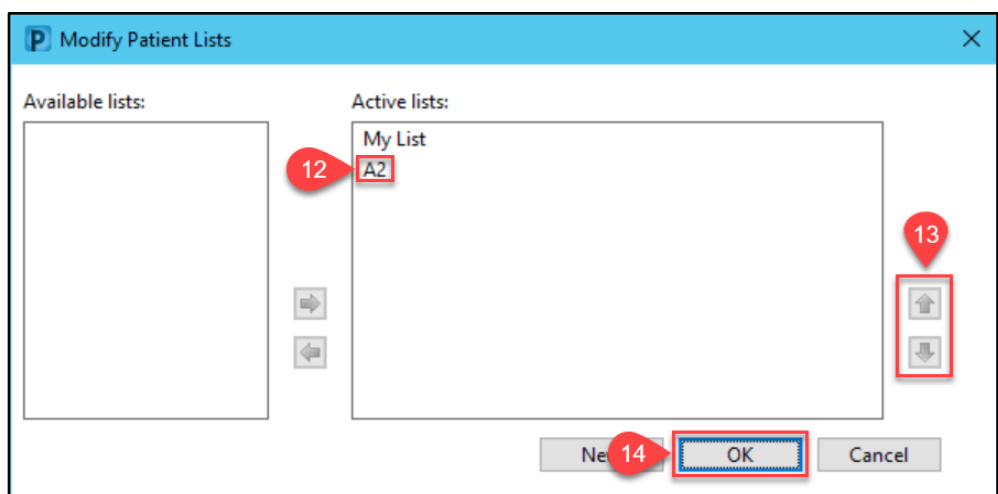
15. The location list will now display as a tab on the Patient List screen.

Patient List

My List | A2 — 15