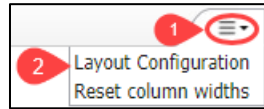# Acute Case Management Worklist: Customizations for Patient Care Management

Cerner PowerChart EDUCATION

Customizations allow the user to arrange the Acute Case Management (ACM) Worklist as needed for their workflow.
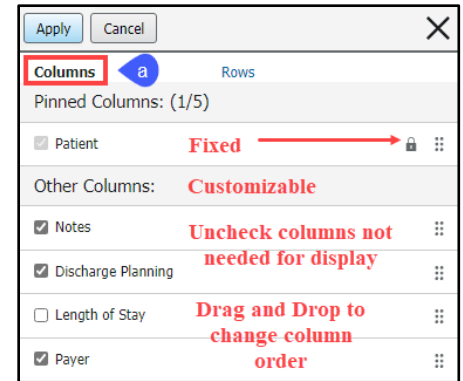
Arranging Columns and Rows

1. Click the page menu on the right side of the worklist.

2. Select Layout Configuration:
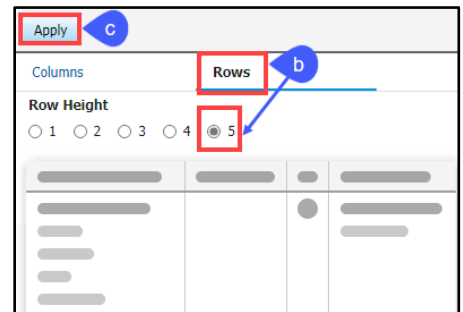   a. Select **Columns**
      - The Patient column is fixed, non-customizable.
      - Other Columns:
         - Are checked to display by default.
         - May be removed from your worklist view by unchecking the box.
         - May be added back to your worklist by checking the box.
         - Rearrange the order of columns using the drag and drop feature.

   b. Select **Rows.**
      - Set to 5 rows to see all information in each row. If not selected, some information will not display.
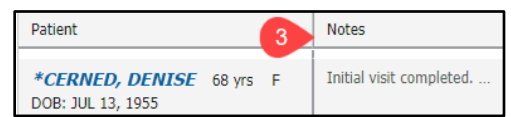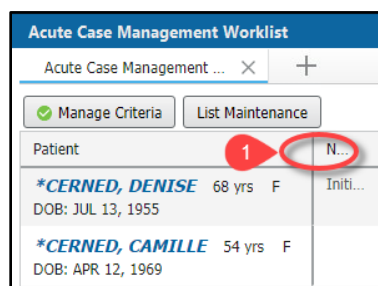
   c. Click **Apply.**

Adjusting Column Width

Adjustable column widths allow the user to view more or less information as desired.

1. Hover between the column headers.

2. A double sided arrow displays.

3. Click and drag to the desired column width.
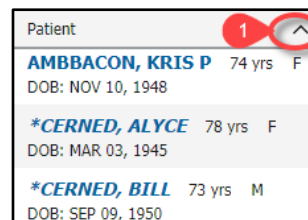

Sorting Columns

Columns may be sorted by clicking on the column header.

For Example:

1. Click on the arrow in the Patient column header to change the sorting from A-Z to Z-A.

2. Patient names now display in Z-A order. Change the order back to A-Z by clicking the arrow again.