

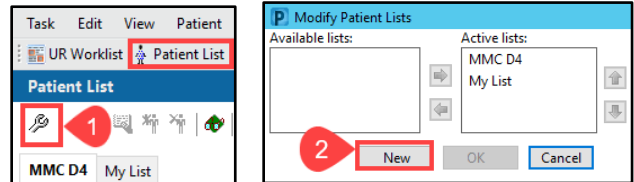
Adding Units to Patient List for Patient Care Management

Cerner PowerChart EDUCATION

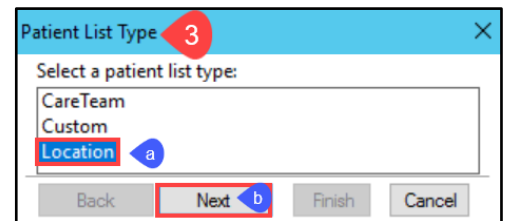
Unit specific patient lists are assigned to the computers located on each inpatient unit and will automatically display when a user logs in on those devices. These lists cannot be removed from the assigned device. However, users can add additional unit lists under their own username which will display on each computer for that user. This feature is beneficial for case managers working on multiple units.

Adding Units to Patient List

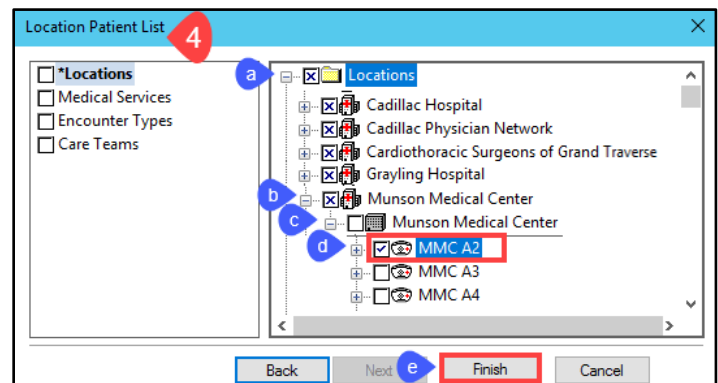
1. Select the **wrench icon** from the Patient List.
2. Click **New** on the Modify Patient Lists window.



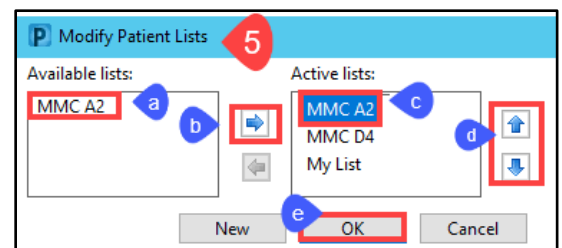
3. On the Patient List Type window:
 - a. Select **Location**.
 - b. Click **Next**.



4. From Location Patient List, select the facility and unit:
 - a. Click the + to open Locations.
 - b. Click the + next to the desired facility.
 - c. Click the + to open the facility unit lists.
 - d. Check the box next to the desired unit.
 - e. Click **Finish**.



5. From the Modify Patient Lists window:
 - a. Click on the new unit from Available lists on the left.
 - b. Click the arrow icon to move the unit to Active lists.
 - c. The unit now displays under Active lists.



- d. To change the position of a unit within the list, highlight the unit name and click the up/down arrows.

Note: To add additional units, repeat steps 2-5. Each unit must be added separately.

- e. When finished, click OK.

6. The new unit displays on the Patient List.

