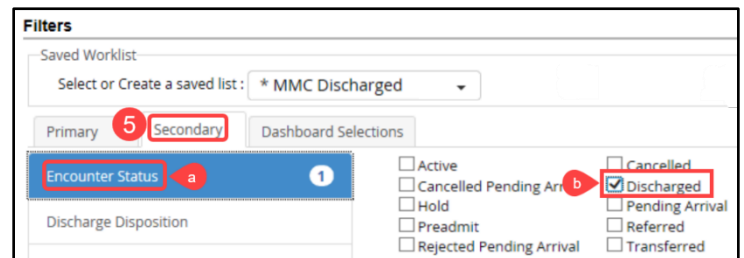# Creating a Worklist for Post Discharge Follow Up Calls for Patient Care Managers
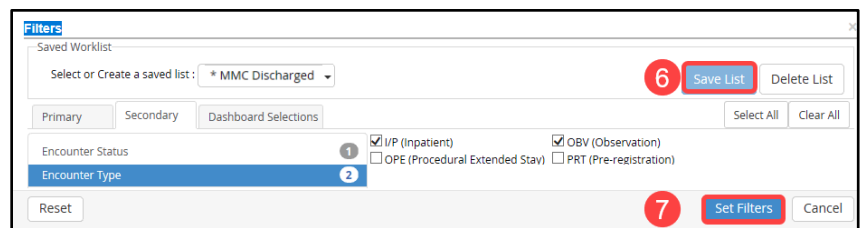
Cerner PowerChart **EDUCATION**

1. Navigate to the Transition Planning Worklist.

2. Click on **Readmission Worklist**.

3. Create a name for the Follow Up Call list.

4. Click on the **Primary** tab and set the following filters:

   a. Click **Facility**.

   b. Select the bubble for the facility where you work.

   c. Click on **Building**.

   d. Select the bubble for your facility building.

5. Click on the **Secondary** tab and set the following filters.

   a. Click **Encounter Status.**

   b. Select **Discharged**.

   c. Click **Encounter Type.**

   d. Check **I/P (Inpatient)** and **OBS (Observation)**.
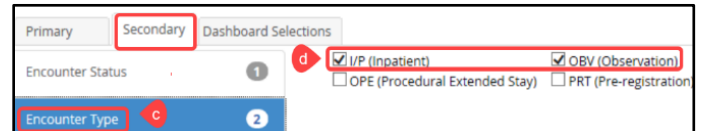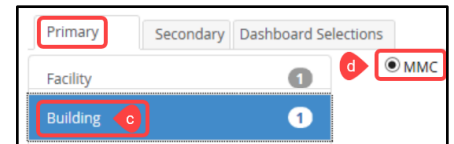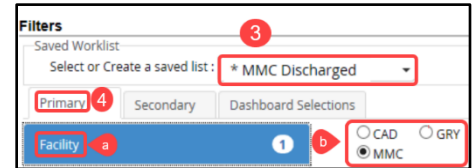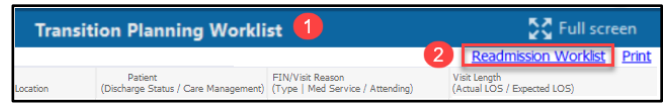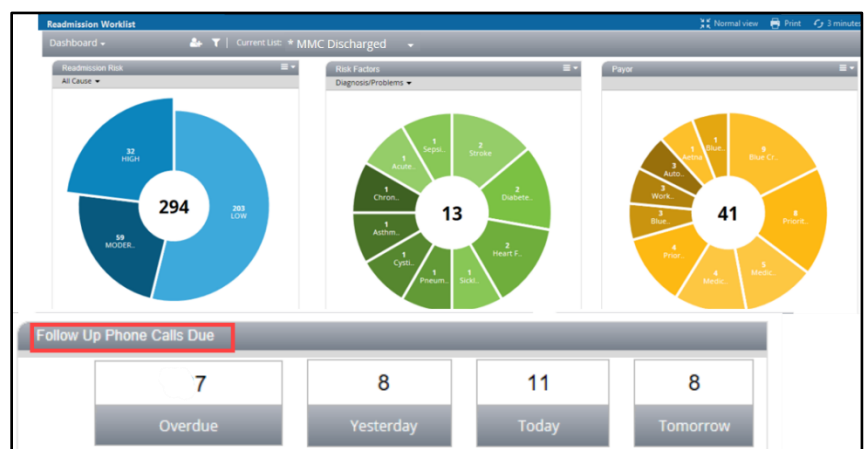
Note: There are additional filter options. These instructions display the recommended filters.
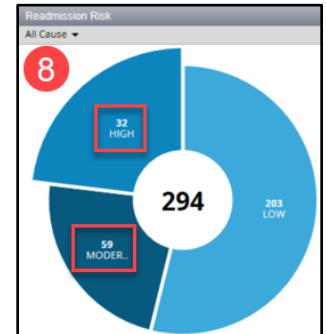

6. Click **Save List**.

7. Click **Set Filters**.

The Dashboard now displays **Follow Up Phone Calls Due**.

8. From the Readmission Risk category, click the **High and Moderate** widgets.
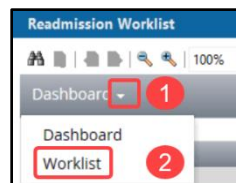

9. Follow Up Calls display by the day they are due. Check the desired box.

Viewing the Follow Up Calls Worklist

1. Click the Dashboard drop down arrow.

2. Select **Worklist**.

3. The Worklist displays all patients on the **Discharged list** here from the categories selected on the Dashboard.

   a. Select the patient's name.

   b. Click on the **Follow Up** tab.

   c. Click on the blue hyperlink to open the **Readmission Post DC Follow Up Phone Call** PowerForm.