Obsolete Patient List Removal for All Hospital Staff
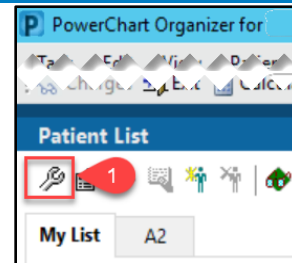
Overview

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 and cannot be removed. Users can remove any patient list that was manually added from their Active lists. Once removed, those lists will no longer display in PowerChart.

Removing Obsolete Patient Lists

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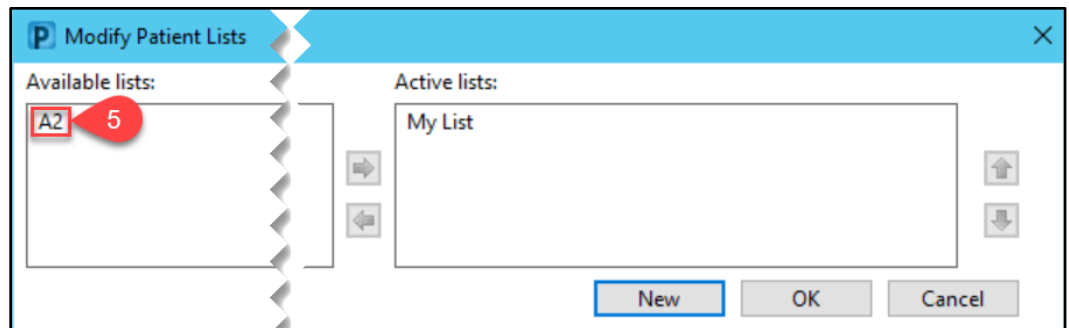

2. The Modify Patient Lists Window will display.

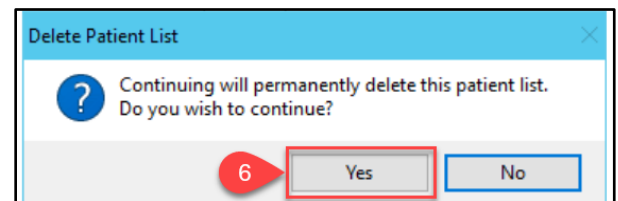3. Under Active Lists, click to select the obsolete list.

4. Click the left pointing arrow to move the list over to Available lists.

5. The list is now in Available lists, and will no longer display on the user's Patient List page.

NOTE: The user can choose to leave the list in Available lists, or right click on the list to select **Delete Patient List**.

6. Click yes to confirm deletion when the Delete Patient List window displays.

7. Click OK when finished to close the Modify Patient Lists box.