Proxy a Patient List for Providers

Cerner PowerChart **EDUCATION**

How to Proxy a Patient List

To proxy a Patient List:
1. Click on **Patient List** in the top toolbar.
2. Click **Properties**.
3. Click on the **Proxy** tab.
4. Click **New**.
5. Select the **Provider** field. Type in the provider's name. Click on the magnifying glass icon to display a list of providers that match the characters typed.
6. Use the drop-down to select a level of access. Click **Read** to not allow the provider to add or remove patients.
7. Begin date defaults to today and now. Change if needed.
8. Enter a date and time in the To: field to revoke access to the list on a specific date.
9. Click **Apply**.
10. Click **OK**.
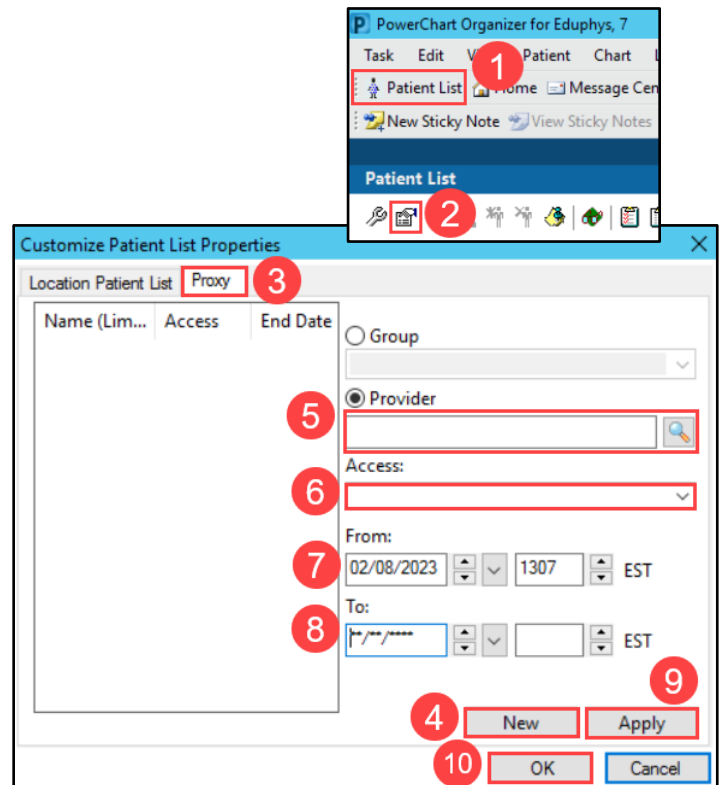
Move Proxy List to Available Patient List

Once a provider has been granted proxy access, the provider will need to follow the steps below to use the list:
1. Click on **Patient List** in the top toolbar.
2. Click on the **wrench** icon.
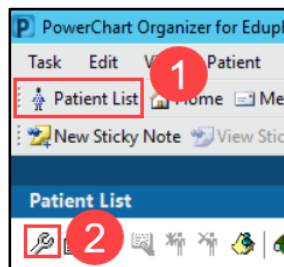
3. Select the **name of the list** in the Available lists column.
   a. The list will display with another provider's name parenthetically.
4. Click the **blue arrow**. The list name moves to the Active Lists section.
5. Click **OK**.