Adding Patient(s) to Custom List

There are two ways to add patient(s) to a custom list.

1. Adding patients from CareCompass.
   - Click the **Add Patient** button on CareCompass.
   - The Encounter Search window opens.
   - Enter the appropriate search criteria.
   - Select the correct encounter.
   - Patient will be added to custom list on CareCompass.

2. Adding patients from Patient List.
   - Select **Patient List** from the tool bar.
   - Select the location list with the patients that needed to be added.
   - Right click on a patient’s name for a single patient or
     Press and hold the control key and select each patient to be added.
     - Right click on a highlighted patient’s name.
     - Select **Add to a Patient List**.
     - Select the custom list.
   - Patient(s) are now added to custom list. Refresh CareCompass to view added patients.

Removing Patient(s) from Custom List

There are 2 ways to remove patient(s) from a custom list.

1. Removing patients from CareCompass.
   - Right click in the Patient column on the patient that needs to be removed.
   - Select Remove Patient.
   - Patient has been removed from custom list.

2. Removing patients from Patient List.
   - Select the custom list with the patients listed on it that need to be removed.
   - Right click on a patient’s name for a single patient or
     Press and hold the control key and select each patient to be removed.
     - Right click on a highlighted patient’s name.
     - Select **Remove Patient from List**.
   - Patient(s) have been removed from custom list.

*NOTE: Always remove patients from your custom list when there is no longer a need. For example: the patient is discharged, assigned to a different person, or you are done with your shift.*