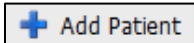
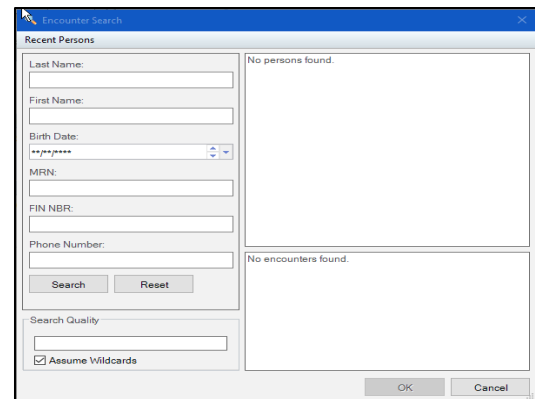
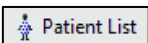


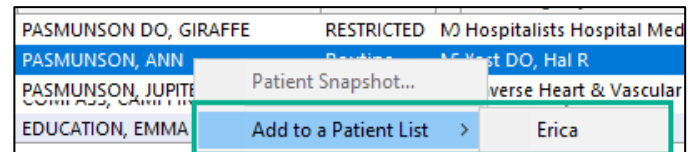
## Adding Patient(s) to Custom List

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

- Adding patients from CareCompass.
  - Click the  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.



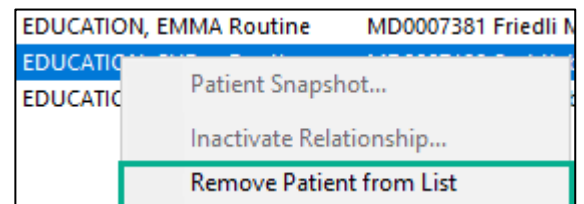
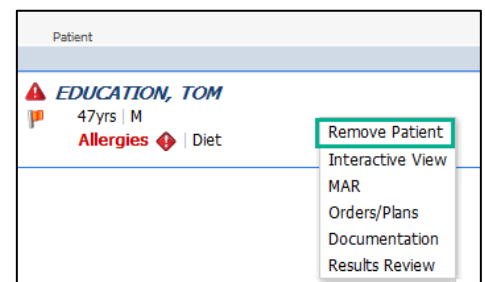
- Adding patients from Patient List.
  - Select  from the tool bar.
  - Select the location list with the patients that needed to be added.
  - Right click on a patient's name for a single patient or
    - Press and hold the control key and select each patient to be added.
      - Right click on a highlighted 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.

- 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.
- 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.**