

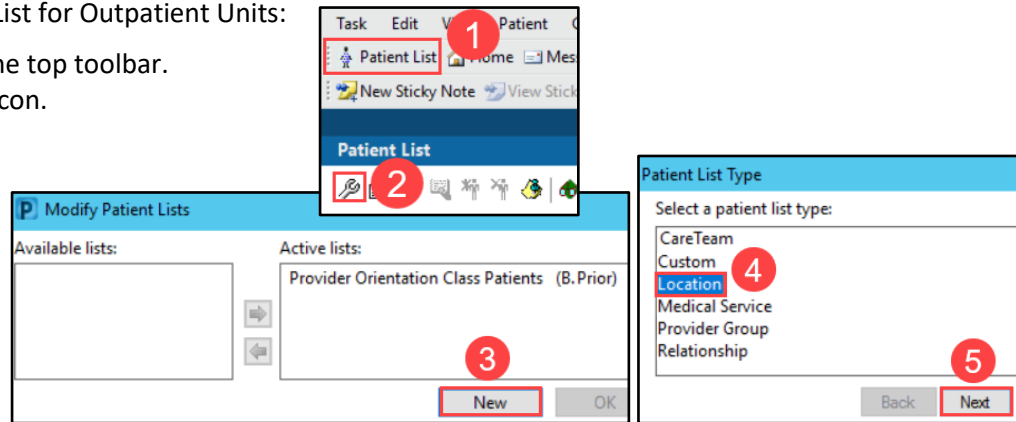
Location Patient List Creation for Outpatient Units for All Hospital Staff

Cerner PowerChart EDUCATION

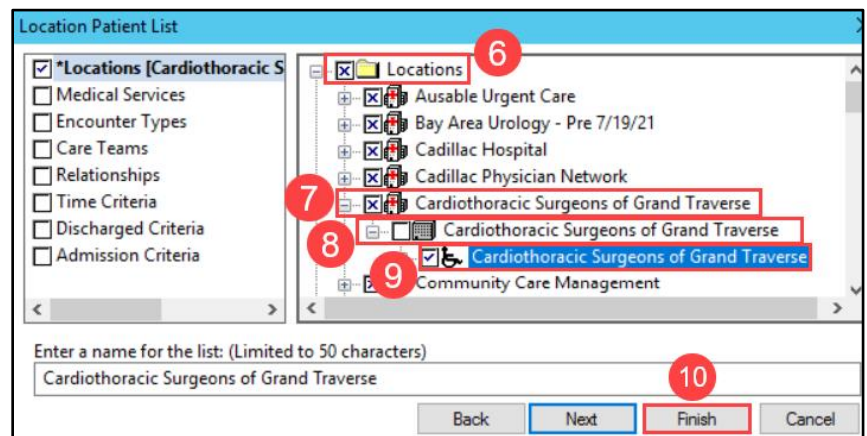
Location List for Outpatient Units

To create a Location Patient List for Outpatient Units:

1. Click **Patient List** in the top toolbar.
2. Click on the **wrench** icon.
3. Click **New**.
4. Click **Location**.
5. Click **Next**.

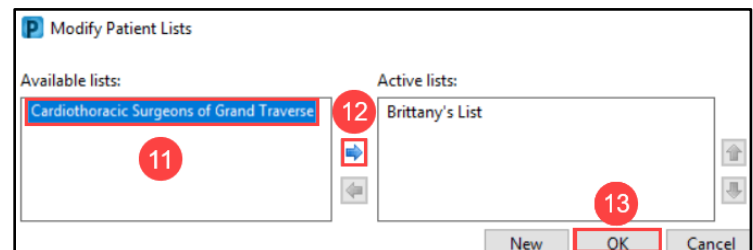


6. In the Location section, double-click on the **Locations** folder.
7. Double-click on the desired facility.
8. Double-click on the desired facility.
9. Place a check in the box next to the facility name.
10. Click **Finish**.



Note: Only add ONE Location at a time. Repeat steps above to add another Location.

11. Select the **name of a list** in the Available lists column.
12. Click the **blue arrow**. The list name moves to the Active Lists section.
13. Click **OK**.



- Names of patients who are not admitted will be removed from the list automatically during the night shift following their procedure.
- Patients who are still in PACU or OPS at midnight AND are to be admitted, please contact Admitting so the patient can be placed in a virtual bed and the name remain on the patient list.

To limit (filter) a list:

- Click Encounter Types and select Inpatient, Outpatient and Emergency.
- Select Discharge Criteria and select Only display patients that have not been discharged.

