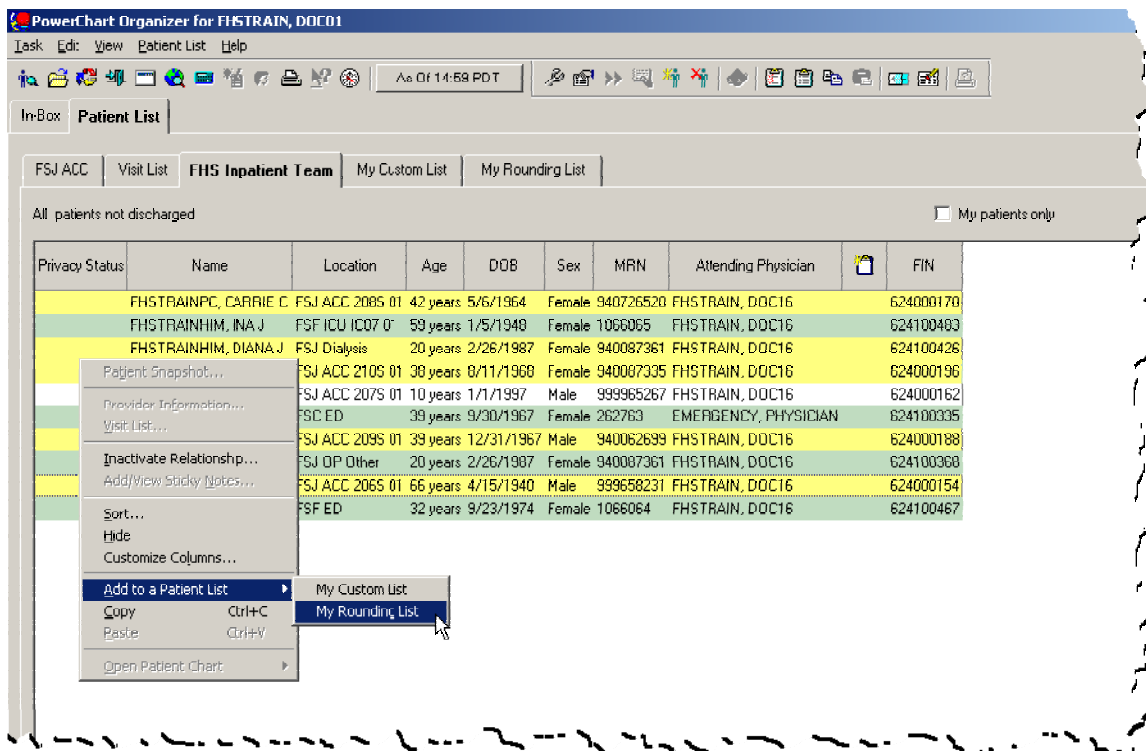


# ACIS: Adding & Removing Patients on a Custom List

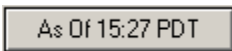
Once you have created a custom patient list, you can choose which patients you would like to see. There are several ways to add patients to a custom list:

## ADDING PATIENTS FROM ANOTHER PATIENT LIST:

1. Open the patient list you would like to copy patients from.
2. Select the patients you would like to add to your custom list. To select multiple patients at once, hold down the **CTRL** key on your keyboard then single click on each patient you would like to add. Once all patients are selected, let go of the **CTRL** key.
3. Right click on any one of the selected patients (highlighted in yellow).
4. Select **Add to a Patient List** and then select the name of the list you want to add them to (you may have more than one custom list).



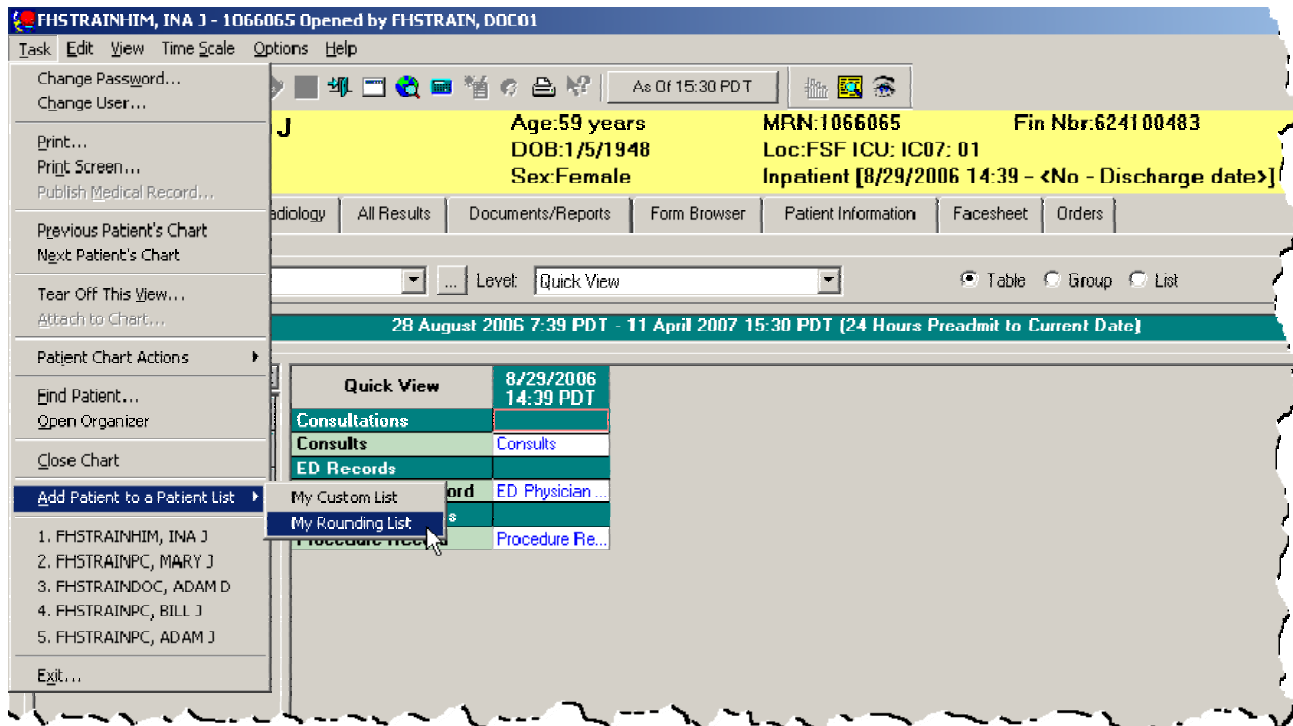
5. Click on your custom patient list and your patients should now be there. If the patients do not populate right away, click on the **As Of** button on the toolbar.



## Adding and Removing patients from a Custom List

### ADDING A PATIENT FROM THE PATIENT CHART:

If you are inside of a patient's chart and you would like to add that patient to your custom list, click on the **Task** menu, select **Add Patient to a Patient List** and then select the custom list you would like to add them to.

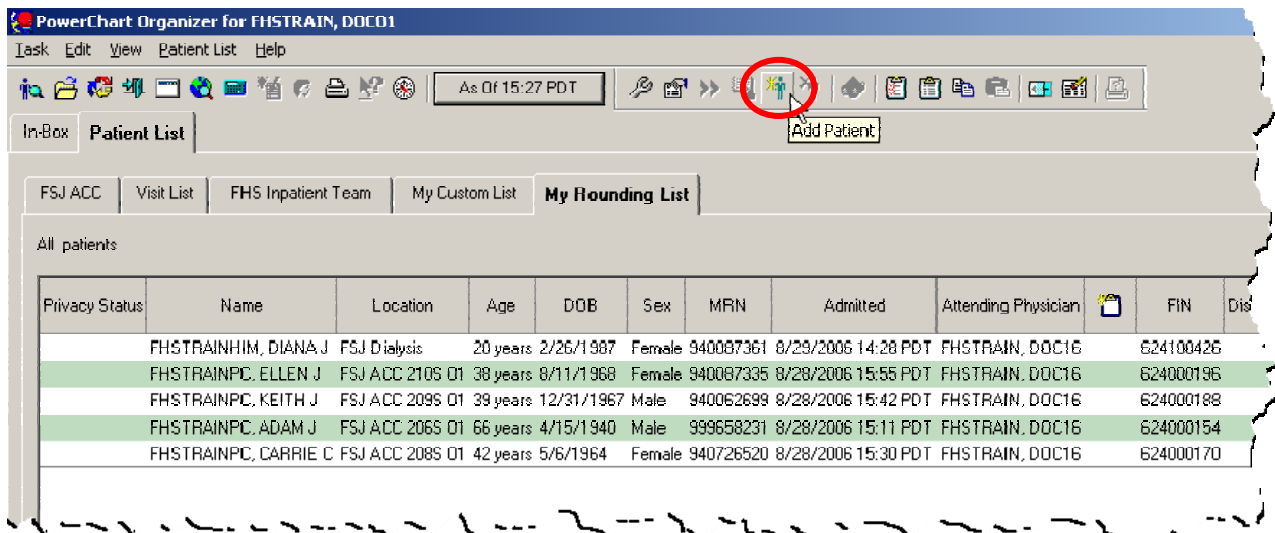


To make sure your patient was added, go back to the **Organizer** and open your custom list. You may need to click on the **As Of** button to refresh the list.

As Of 15:27 PDT

### ADDING A PATIENT USING THE ADD PATIENT BUTTON:

1. From the **Organizer**, open the custom patient list you would like to add a patient to.
2. Click the **Add Patient** toolbar button. This will open the **Find Patient** dialog box.



## Adding and Removing patients from a Custom List

3. Enter the search criteria for the patient you wish to find and click on the **Search** button. All matching results will show in the right hand pane.

**Patient Search**

Last Name: fhstraindoc  
 First Name: adam  
 FIN NBR:  
 MRN:  
 SSN:  
 Birth Date:   
 Gender:   
 Location:

Name	SSN	MRN	CPI	Gender	Birth Date	Age
FHSTRAINDOC, ADAM D	564-12-9685	262736	1134803	Male	2/14/1929	78 Years

Facility	FIN NBR	Enc Type	Enc Status	Med Service	Reg Date	Disch Date
FSC SCH	624100210	Emergency	Discharged	Medical	8/29/2006 13:34	8/29/2006 23:50
FSC SCH	623900016	Inpatient	Discharged	Surgery	8/25/2006 08:00	8/29/2006 13:20

OK Cancel Preview...

4. Select (single click) the correct patient (top right pane) and encounter (bottom right pane) and click the **OK** button. The **Find Patient** dialog box will close and the patient you selected will be added to your patient list.

**PowerChart Organizer for FHSTRAIN, DOC01**

Task Edit View Patient List Help

In-Box **Patient List**

FSJ ACC Visit List FHS Inpatient Team My Custom List **My Rounding List**

All patients

Privacy Status	Name	Location	Age	DOE	Sex	MRN	Admitted	Attending Physician	FIN	Discharged
	FHSTRAINHM, DIANA J	FSJ Dialysis	20 years	2/26/1987	Female	940087361	8/29/2006 4:28 PDT	FHSTRAIN, CDC16	624100426	
	FHSTRAINFC, ELLEN J	FSJ ACC 2105 01	38 years	8/11/1968	Female	940087335	8/29/2006 5:55 PDT	FHSTRAIN, CDC16	624000196	
	FHSTRAINFC, KEITH J	FSJ ACC 2395 01	39 years	12/31/1967	Male	940062699	8/29/2006 5:42 PDT	FHSTRAIN, CDC16	624000188	
	FHSTRAINFC, ADAM J	FSJ ACC 2385 01	66 years	4/15/1940	Male	999658231	8/29/2006 5:11 PDT	FHSTRAIN, CDC16	624000154	
	<b>FHSTRAINDOC, ADAM D</b>	<b>FSC CTE CTE1 0:</b>	<b>78 years</b>	<b>2/14/1929</b>	<b>Male</b>	<b>262736</b>	<b>8/25/2006 8:00 PDT</b>	<b>FHSTRAIN, DOC01</b>	<b>623900016</b>	<b>8/29/2006</b>
	FHSTRAINFC, LARRIE C	FSJ ACC 2385 01	42 years	5/6/1964	Female	940726520	8/29/2006 8:30 PDT	FHSTRAIN, CDC16	624000170	

## Adding and Removing patients from a Custom List

### REMOVING A PATIENT FROM YOUR CUSTOM LIST:

1. Click on your custom patient list to activate the tab.
2. Select (single click) the patient(s) you would like to remove from your list. To select multiple patients, hold down the **CTRL** key on your keyboard and single click on each patient you want to remove.
3. Click on the **Remove Patient** toolbar button.

The screenshot shows the PowerChart Organizer interface for FHSTRAIN, DOC01. The 'Patient List' tab is active. The 'My Rounding List' sub-tab is selected. A toolbar at the top contains various icons, with the 'Remove Patient' icon (a trash can) circled in red. Below the toolbar, a table lists patients with columns for Privacy Status, Name, Location, Age, DOB, Sex, MRN, Admitted, Attending Physician, FIN, and Discharged. The table contains five rows of patient data.

Privacy Status	Name	Location	Age	DOB	Sex	MRN	Admitted	Attending Physician	FIN	Discharged
	FHSTRAINHIM, DIANA J	FSJ Dialysis	20 years	2/26/1987	Female	940087361	8/29/2006 14:28 PDT	FHSTRAIN, DOC16	624100426	
	FHSTRAINPC, ELLEN J	FSJ ACC 210S 01	38 years	8/11/1968	Female	940087335	8/28/2006 15:55 PDT	FHSTRAIN, DOC16	624000196	
	FHSTRAINPC, KEITH J	FSJ ACC 209S 01	39 years	12/31/1967	Male	940062699	8/28/2006 15:42 PDT	FHSTRAIN, DOC16	624000188	
	FHSTRAINPC, ADAM J	FSJ ACC 206S 01	66 years	4/15/1940	Male	999650201	8/20/2006 15:11 PDT	FHSTRAIN, DOC16	624000154	
	FHSTRAINDOC, ADAM D	FSC CTE CTE1 0:	78 years	2/14/1929	Male	262736	8/25/2006 8:00 PDT	FHSTRAIN, DOC01	623900016	8/29/2006
	FHSTRAINPC, CARRIE C	FSJ ACC 208S 01	42 years	5/6/1964	Female	940726520	8/28/2006 15:30 PDT	FHSTRAIN, DOC16	624000170	

Your patients will be removed.

The screenshot shows the PowerChart Organizer interface for FHSTRAIN, DOC01. The 'Patient List' tab is active. The 'My Rounding List' sub-tab is selected. The toolbar is visible. Below the toolbar, a table lists patients. The patient 'FHSTRAINPC, ADAM J' is no longer present in the list, indicating successful removal.

Privacy Status	Name	Location	Age	DOB	Sex	MRN	Admitted	Attending Physician	FIN	Discharged
	FHSTRAINPC, CARRIE C	FSJ ACC 208S 01	42 years	5/6/1964	Female	940726520	8/28/2006 15:30 PDT	FHSTRAIN, DOC16	624000170	
	FHSTRAINHIM, DIANA J	FSJ Dialysis	20 years	2/26/1987	Female	940087361	8/29/2006 14:28 PDT	FHSTRAIN, DOC16	624100426	
	FHSTRAINPC, ELLEN J	FSJ ACC 210S 01	38 years	8/11/1968	Female	940087335	8/28/2006 15:55 PDT	FHSTRAIN, DOC16	624000196	
	FHSTRAINPC, KEITH J	FSJ ACC 209S 01	39 years	12/31/1967	Male	940062699	8/28/2006 15:42 PDT	FHSTRAIN, DOC16	624000188	