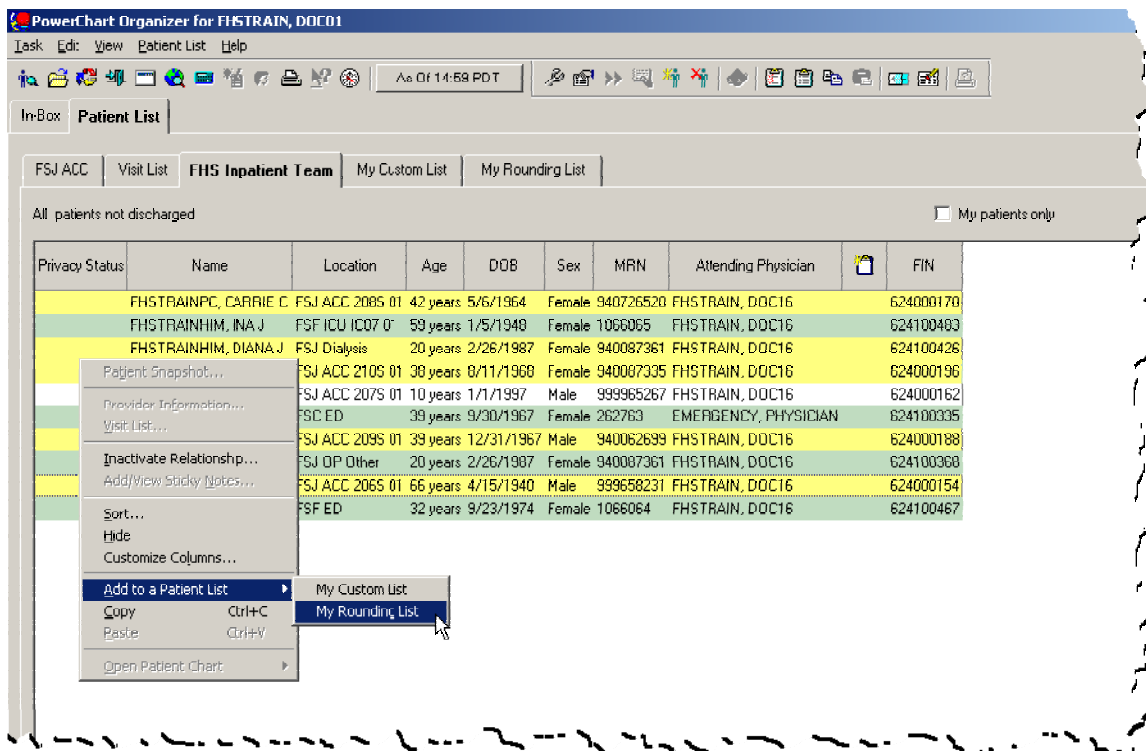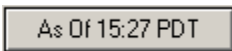# ACIS: Adding & Removing Patients on a Custom List

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).
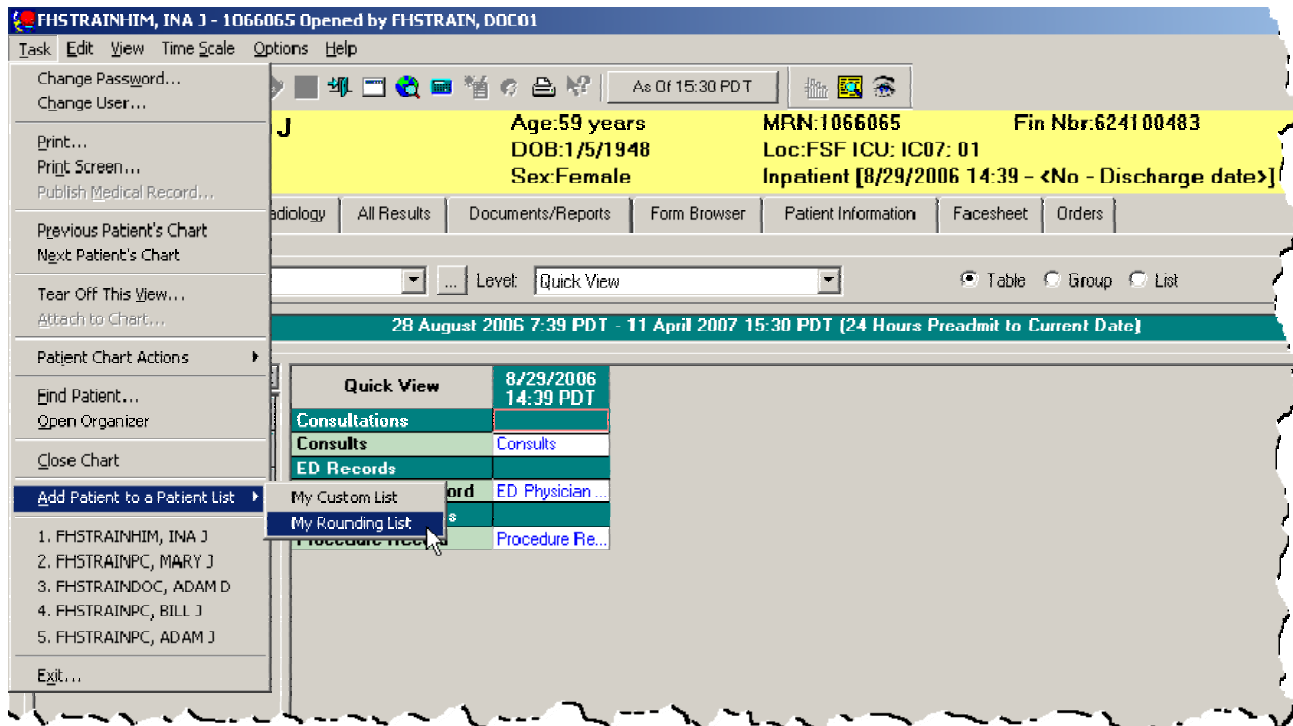

5. Click on your custom patient list and your patients should now be there. If the patients do not populate right away, click on the **As Of** button on the toolbar.

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.
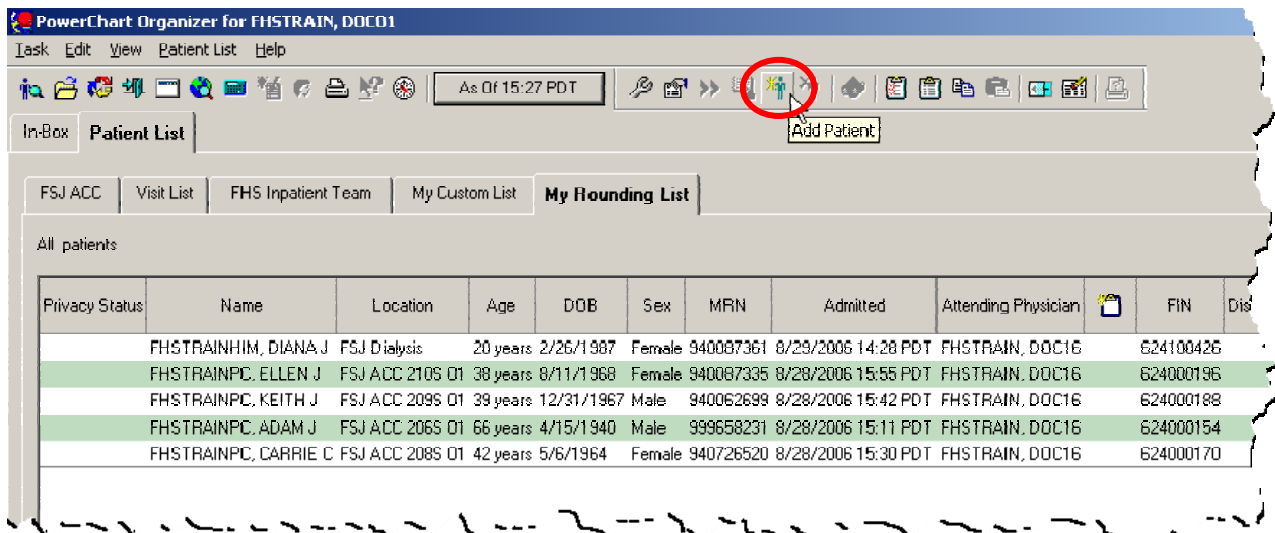

To make sure your patient was added, go back to the **Organizer** and open your custom list. You may need to click on the **As Of** button to refresh the list.

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.

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.

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.

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.

Your patients will be removed.