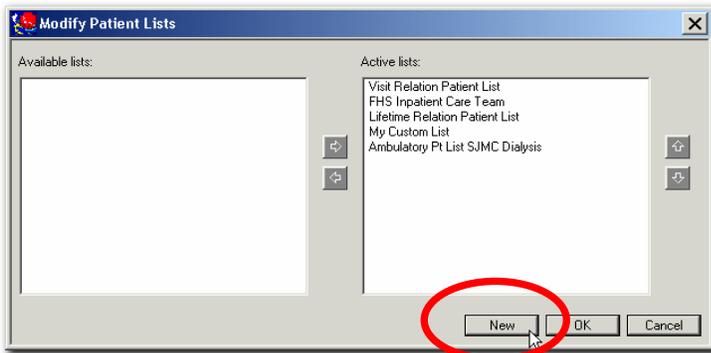# PowerChart: Creating a Provider Group Patient List

To easily access charts for patients that belong to your Provider Group, you will want to create a Provider Group patient list.

To create a Provider Group Patient List:

1. Open **PowerChart** and click on the **Patient List** tab.

2. Click on the **List Maintenance** toolbar button (the wrench to the right of the **As Of** button). This displays the **Modify Patient Lists** dialog box.

3. Click the **New** button at the bottom of the **Modify Patient Lists** dialog box. This will display the **Patient List Type** dialog box.

4. Click **Provider Group** in the **Patient List Type** area, and click the **Next** button. This will open the **Provider Group Patient List** dialog box.

5. Select the Group you would like to make a list for. **Note:** You will only see groups that you belong to. Type a name for your List in the **Name** field.

6. Click the **Next** button. This will open the **Filter Status and Type** dialog box.

7. To have patients automatically drop off your list once they are discharged, click on the **Not Discharged** radio button.

8. Click the **Next** button. This will open the **Proxy** dialog box.

9. In most cases, you will NOT proxy your list to anyone else. Click the **Finish** button to create your list. This will return you to the **Modify Patient Lists** dialog box.

10. Your List should now be listed on the left hand side of the window in the **Available Lists** area. Select your List and click on the right pointing arrow to move your List to the **Active Lists** area. You can change the order of your Active lists, by selecting a list and using the up or down arrow on the right hand side of the window.

11. When you are finished ordering your lists, click **OK**. Your List should now be an additional tab under the **Patient List** tab.