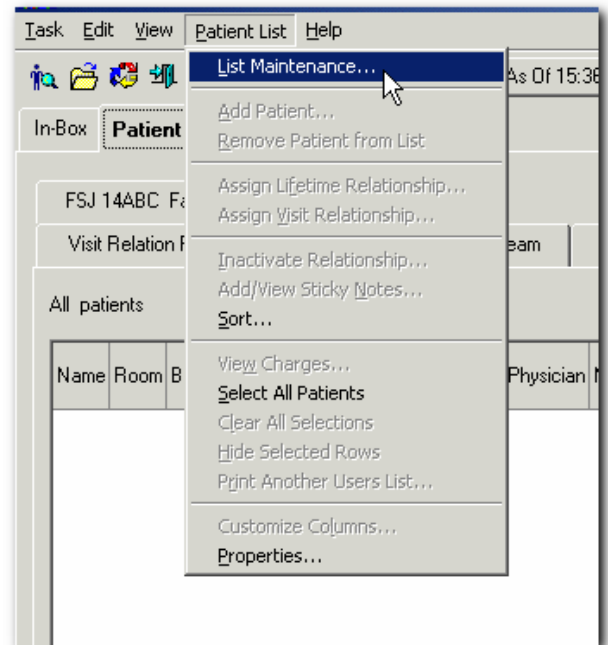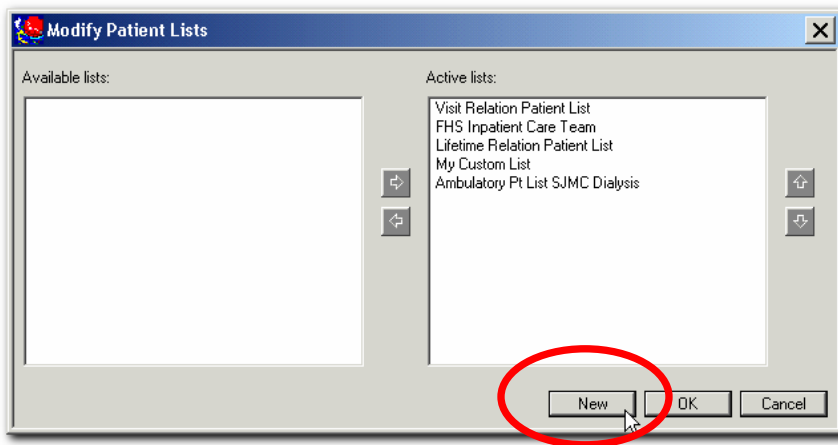# ACIS:  Creating a Custom Patient List

To easily access charts for patients you are rounding on, create a custom patient list and select the patients you would like to populate the list:
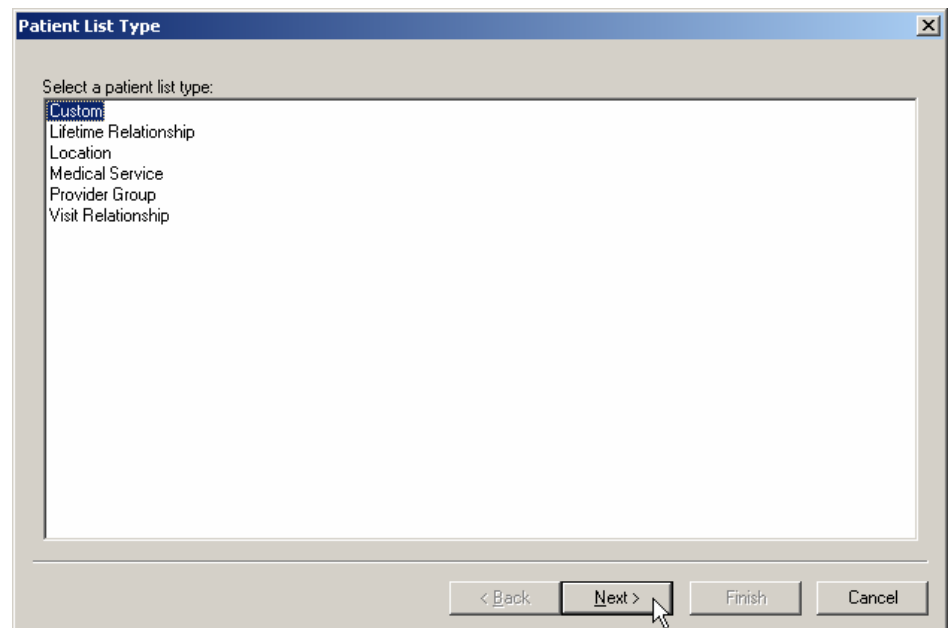
1. Log into ACIS, and click on the **Patient List** tab in PowerChart.

2. From the **Patient List** menu, select "**List Maintenance**".  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.  Click **Custom** on the Patient Type list, and click the **Next** button.

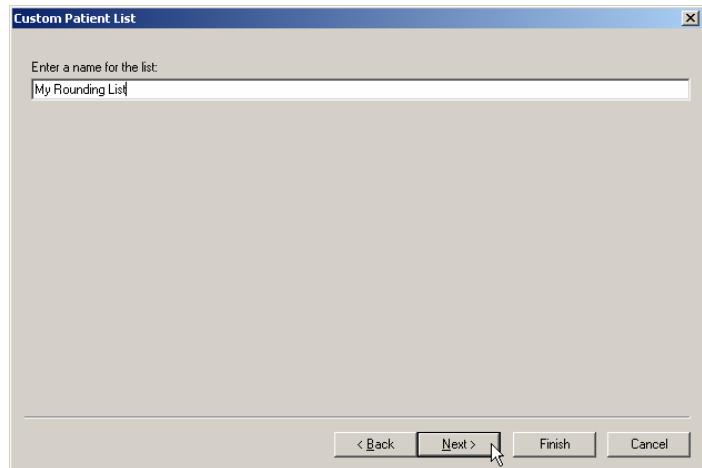   This will display the "**Custom Patient List**" dialog box.
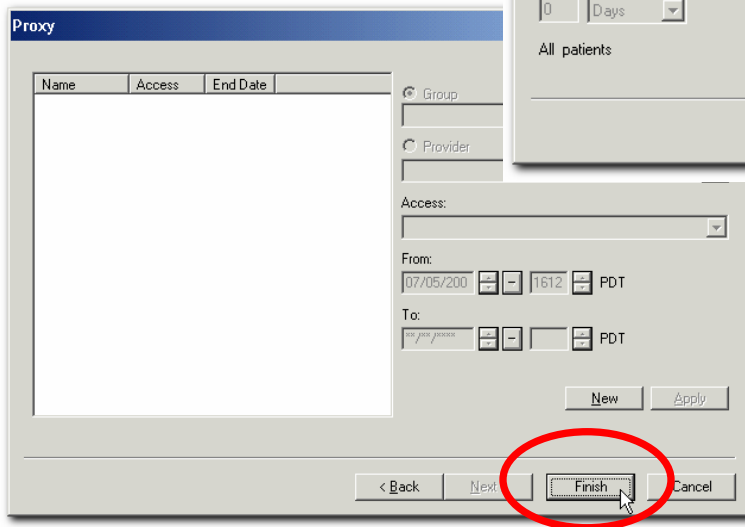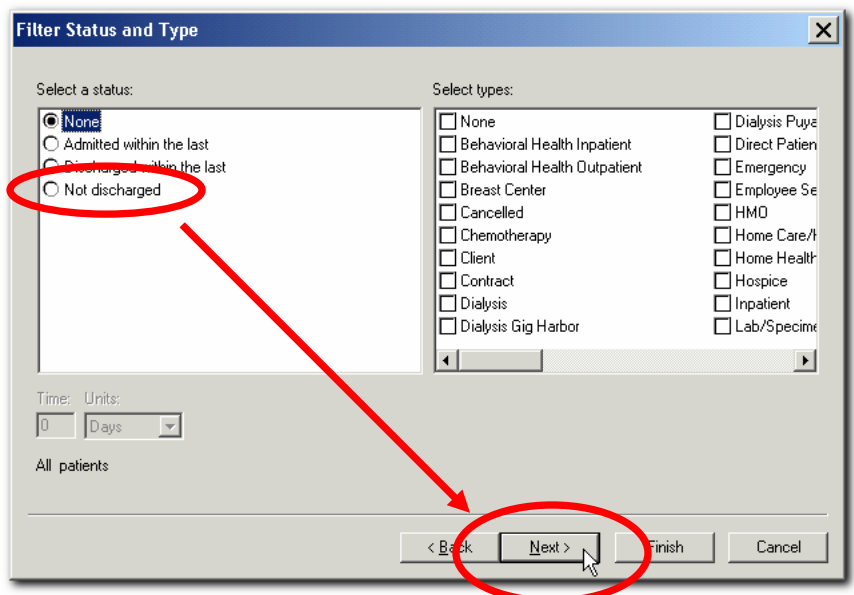
   *(See next page.)*

4.  In the **Custom Patient List** dialog box, type in a name for your list and click the **Next** button.

    This will display the "**Filter Status and Type**" dialog box.

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

    This will display the **Proxy** dialog box. You will <u>not</u> make any changes in the Proxy dialog box, so click the "**Finish**" button.

6. This brings you back to the "**Modify Patient Lists**" dialog box, where you will see your custom list in the **Available lists** section on the left.

    Single click to select your new custom list then click the **blue right-arrow** button between the two panels. This will transfer your custom list over to the **Active lists** section on the right.
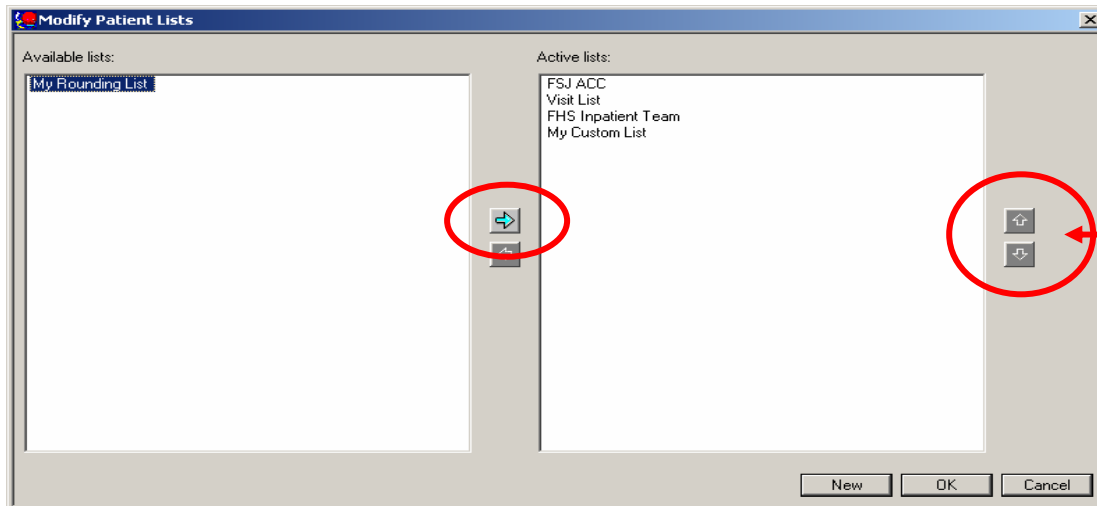


TIP: Use the arrows on the right hand side to change the order of your lists.

7. Click the **OK** button. This will close the **Modify Patient Lists** dialog box, and you should now see your newly-added custom patient list as a new tab in your Patient Lists.