

Creating Patient Lists

April 2024

PowerChart Organizer for McKittrick, Megan M.

Task Edit View Patient Chart Links Notifications Inbox Help

Physician Handoff Worklist Home Message Center Patient List Clinical Leader Organizer Discharge Dashboard Quality Measures Census Task List Dynamic Worklist MyDHS UptoDate Suspend

Recent Name

Full screen Print 0 minutes ago

Message Center

Inbox Summary

Inbox Proxies Pools

Display: Last 30 Days

Inbox Items (14)

- Results
 - Abnormal (0/0)
 - Normal (0/0)
 - Results FYI
 - Orders
- Documents (14/14)
 - Sign (14/14)
- Messages (0/2)
 - General Messages (0/1)
- Work Items (1)
 - Saved Documents (1/1)
 - Paper Based Documents
 - Deficient Documents
 - Reminders
- Notifications
 - Sent Items
 - Trash
 - Notify Receipts

Results

Communicate Open Message Journal Forward Only Select Patient Select All Result Journal

Patient Name	Abnormal	Status	Result Type	From	Notification C...	Subject	Create Da...	Update Date	Assigned	Result Status	Outstanding
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1. On the ORCHID homepage, select "Patient List"

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Recent Name

Full screen Print 0 minutes ago

Patient List

List Maintenance 4C PEDIATRICS Pediatrics (J. Petersen)

Location	Name	MRN	FIN	Age	DOB	Admitted	Admitting Physician	Visit Reason	Primary Care Physician
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2. Select the wrench icon — this will open the “list maintenance” menu

Patient List

RecentNameFull screenPrint0 minutes ago

Float book (S. Barron)

4C PEDIATRICS

Pediatrics (J. Petersen)

Location	Name	MRN
OVM ED		

Modify Patient Lists

Available lists:

3. Select "New"

AddRemove

Active lists:

Float book (S. Barron)
4C PEDIATRICS
Pediatrics (J. Petersen)

Move UpMove Down

New

OK

Cancel



Float book (S. Barron) 4C PEDIATRICS Pediatrics (J. Petersen)

Location	Name	MRN
OVM ED		



Available lists:

Select a patient list type:

Assignment
Assignment (Ancillary)
CareTeam
Custom
Location
Medical Service
Provider Group
Query
Relationship
Scheduled

4. Select "Medical Service" list type, then click "Next"

Back

Next

Finish

Cancel

Move Up

Move Down

Float book (S. Barron)

4C PEDIATRICS

Pediatrics (J. Petersen)

Location	Name	MRN
OVM ED		

5. A list of medical services will pop up. Select "Pediatrics"

6. After selecting "Pediatrics," find "Locations" under the Filter Criteria list in the left column. Select "Locations"

P

Available lists:

Medical Service Patient List

Filter Criteria

- ☒ *Medical Services [Pediatric
- ☐ Locations
- ☐ Encounter Types
- ☐ Care Teams
- ☐ Relationships
- ☐ Time Criteria
- ☐ Discharged Criteria
- ☐ Admission Criteria

Filter Criteria Details

- ☐ OT Peds New - Outpatient
- ☐ OT Peds Return - Outpatient
- ☐ Otolaryngology
- ☐ Pain Management
- ☐ Palliative
- ☐ Pathology
- ☐ PCMH - Med Surg
- ☐ PCMH - Neuro DD
- ☐ PCMH - Neuro Stroke
- ☐ PCMH - Neuro Trauma
- ☐ Pediatric Critical Care
- ☐ Pediatric Rehabilitation
- ☒ Pediatrics
- ☐ Pharmacy Outpatient Clinical Services
- ☐ Physical Medicine & Rehab
- ☐ Physical Therapy
- ☐ Pituitary
- ☐ Podiatry

Enter a name for the list: (Limited to 50 characters)

Pediatrics

Back

Next

Finish

Cancel

Patient List

Full screen

Float book (S. Barron) 4C PEDIATRICS Pediatrics (J. Petersen)

Location	Name	MRN
OVM ED		

P

Available lists:

Medical Service Patient List

Filter Criteria

- ☒ *Medical Services [Pediatric
- ☒ Locations [Olive View-UCLA
- ☐ Encounter Types
- ☐ Care Teams
- ☐ Relationships
- ☐ Time Criteria
- ☐ Discharged Criteria
- ☐ Admission Criteria

Filter Criteria Details

- ☒ Olive View - UCLA Clinic P
- ☒ Olive View - UCLA Continuing Care Clinic
- ☒ Olive View - UCLA Education and Research Institute
- ☒ Olive View - UCLA Eye & ENT
- ☒ Olive View - UCLA Group Clinic
- ☒ Olive View - UCLA Infusion Center
- ☒ Olive View - UCLA Medical Center
- ☒ Olive View-UCLA Medical Center
- ☒ Olive View - UCLA Medical Center Outsourcing
- ☒ Olive View - UCLA Neurology
- ☒ Olive View - UCLA Nutrition
- ☒ Olive View - UCLA OB/GYN Primary Care
- ☒ Olive View - UCLA Pediatric HUB
- ☒ Olive View - UCLA Pediatrics
- ☒ Olive View - UCLA Peds Primary Care Clinic
- ☒ Olive View - UCLA Psychiatric
- ☒ Olive View - UCLA Rheumatology

7. Click the + next to "Olive View - UCLA Medical Center" to expand the selection

8. Select "Olive View-UCLA Medical Center"

Enter a name for the list: (Limited to 50 characters)

Pediatrics

9. Enter a name for your list, then select "Finish"

Back

Next

Finish

Cancel



Float book (S. Barron)

4C PEDIATRICS

Pediatrics (J. Petersen)

Location	Name	MRN
OVM ED		

P

Modify Patient Lists

Available lists:

Pediatrics

Add

Remove

Active lists:

Float book (S. Barron)
4C PEDIATRICS
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Move Up

Move Down

New

OK

Cancel

10. Select your new list under "Available lists," then select "Add" and "OK"

Reminder that the handoffs associated with your personal lists are shared amongst the inpatient team and consultants!

Please keep all tasks and situational awareness notes professional.