Edit a Specific Patient List

1. From **patient list**, choose the list you wish to edit
2. Click **Properties**
3. Select **desired options** to customize

NOTE: Discharged criteria will automatically be set to display only patients who have not been discharged. However, the criteria may be changed

Edit Provider's Proxy to a Patient List

1. From the **patient list**, choose the patient list you wish to edit
2. Click **Properties**
3. Click **Proxy tab**
4. Click **provider radio button**
5. Type ***desired physician name***
6. Click **appropriate access**
7. Click **apply button**
8. Click **OK**

NOTE: To inactivate a Proxy, add a **To: date** and **time**

Open Another Provider's Patient List

NOTE: The other provider must first give you access

1. Click **List Maintenance** on the patient list toolbar
2. Notice **patient list** in the Available Lists column
3. Click **patient list** to be activated
4. Click **right arrow**
5. Click **OK**

Print Patient Documents

From the Patient List or Custom List

1. Double-click **Patient's name** to open patient chart
2. Click **Tasks** from the menu bar
3. Click **Reports…**
4. Select **check box** next to **Document name** (EX: facesheet, armband, label)
5. Select **printer**
6. Click **Print**

Add a Patient to an Existing Custom List

1. Click **patient list tab** for the list to which you want to add a patient
2. Click **Add Patient** on the toolbar
3. Search for and find **patient** (see Find a Patient by Name section)
4. Click **desired patient's name** once to highlight
5. Verify **correct encounter** is selected
6. Click **OK**

Add a Patient to a Custom List

1. Click **Patient List tab**
2. Click **Location List** (EX: 5S, 7S, A2 etc.)
3. Right-click **patient's name**
4. Select **Add to a Patient List**
5. Select **desired list**

NOTE: If the patient does not display immediately on the custom list, click **Ago button**

Remove a Patient from a Patient List

NOTE: Use this method only with your Custom Lists

1. From the Organizer, click **patient list tab** that lists the patient to be removed
2. Click **patient's name** on the list
3. Click **Remove Patient** on the toolbar

Find a Patient by Name

1. Click **Search for a Specific Patient button** to open the search window
2. Type ***lastname,firstname*** at Name: text box
3. Press **Enter** or click **Search**
4. Click **desired patient name**
5. Verify **correct encounter** is selected
6. Click **OK**

Use Preview Button on the Find Patient Window

1. Click **desired patient name** <u>once</u> to activate preview button
2. Click **Preview** Preview... to view Demographics screen
3. Click **Close**
4. Click **OK**

WELLSPAN HEALTH

Millennium Patient Lists Pocket Guide©

Created by IT Education/Nursing – July, 2005
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Log On to PowerChart

From MyWellSpan (INET)

1. Click **drop-down arrow** in Applications menu
2. Select **PowerChart**
3. Type ***your Citrix username***
4. Press **Tab**
5. Type ***your Citrix password***
6. Click **Log In**
7. Click **Mill PowerChart** Mill Power Chart in the Applications Window

NOTE: If Millennium Login prompt displays:

1. Type ***your Millennium username*** (EX: jsmith01)
2. Press **Tab**
3. Type ***your Millennium password***
   NOTE: Each letter in your password will display as an * for security
4. Press **Enter** or click **OK**

Exit PowerChart and Citrix

1. Click **Exit** Exit on the toolbar
2. Click **Yes** in Exit Application window
3. Click **Log Off** in Citrix Applications window

Get Support

Please call the Help Desk at extension 5555, or if off-site, call 851-5555 or 1-800-682-9657

Commonly Used Toolbar Buttons

Search for Specific Patient   Print

Exit

Patient List Maintenance (only in Organizer)

Patient List Properties (only in Organizer)

Add Patient to List

Delete Patient from List

Previous/Next Patient's Charts (only in patient chart)

0 minutes ago   Refresh

Create Patient/Provider Relationship

The provider role is created the first time you search and pull up the patient. When the Assign a Relationship dialog box displays:

1. Select **appropriate relationship**
2. Click **OK**

Types of Patient Lists

- Assignment
- Assignment (Ancillary)
- Care Team
- Custom
- Lifetime Relationship
- Location
- Location Group
- Medical Service
- Provider Group
- Visit Relationship

Create Custom Patient Lists

1. Click **List Maintenance** on the Patient List toolbar
2. Click **New button** in Modify Patient Lists dialog box
3. Click **appropriate type** in Patient List Type box
   NOTE: Custom is the only option that allows you to add the patients of your choice. All other options have specific patients already assigned.

Create Patient Lists (con't)

4. Select **Custom** and click **Next**
5. Enter the name of your Custom List at the bottom
6. Click **Discharge Criteria**; and select **Only patients that have not been discharged on the right side**
7. Click **Finish** and notice your new list is located in the Available Lists column
8. To activate your list, click the **list** on the Available Lists column
9. Click **right arrow** and notice the list now displays in the Active Lists column
10. Click **OK**

Add a Location List

1. Click **List Maintenance** on the Patient List toolbar
2. Click **New button** on Modify Patient Lists box
3. Click **Location** on Patient List Type box
4. Click **Next**
5. Click ⊞ next to Location(s) or Location Groups
6. Click ⊞ next to Gettysburg or York Hospital
7. Click ⊞ for the second level of Gettysburg or York Hospital
8. Click **location** of your choice
9. Click **Discharged Criteria** and select **Only patients that have been discharged on the right side**
10. Click **Finish**

NOTE: List displays in Available Lists column

Activate a Patient List

All patient lists will be accessed through the Organizer

1. Click **List Maintenance** on the Patient List toolbar
2. Click **patient list** to be activated in the Available Lists column
3. Click **right arrow**
4. Click **OK**

Sort a Patient List

1. From the **patient list**, choose the list you want to use
2. Click **column heading** for sorting
   NOTE: For example, click **Name heading**. The List will sort patients by their name.

Inactivate a Patient List

All Patient lists will be accessed from the Organizer window

1. Click **List Maintenance** on the toolbar
2. Click **patient list** to be inactivated in the Active Lists Column
3. Click **left arrow**
4. Click **OK**

Delete a Patient List

All Patient lists will be accessed through the Organizer window

1. Click **List Maintenance** on the toolbar
   NOTE: If the list is active, inactivate the list first (see Inactivate a Patient List section)
2. From the Available Lists column, right-click **patient list** to be deleted
3. Click **Delete Patient List**
4. From the dialog box, click **Yes** to delete
5. Click **OK** when finished

Prioritize Patient Lists

All patient lists will be accessed through the Organizer window

1. Click **List Maintenance** on the toolbar
2. From the Active Lists column, click **patient list** you want to see first when opening PowerChart
3. Click **up arrow** to move patient list to the top
4. Click **OK**

NOTE: Patient lists can be reprioritized up or down using the up and down arrows under List Maintenance

Print a List

1. From the Organizer, click **patient list tab** for the list you wish to print
2. Click **Print button** on the toolbar