

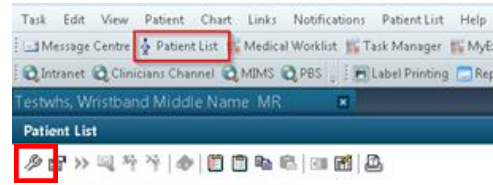


EMR Quick Reference Guide

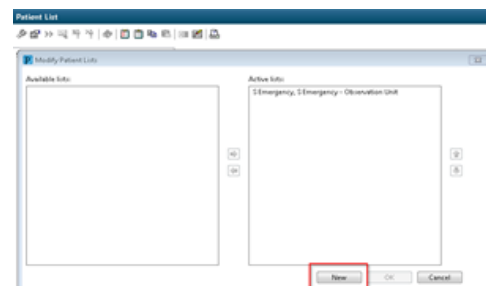
Access and Set Up – Creating Patient and Custom Lists

Creating a Location/Ward Based List:

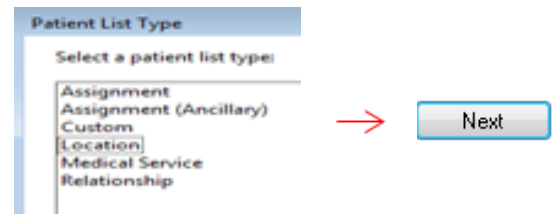
1. Choose **Patient List** from the **Navigation toolbar**.
Click on the **Spanner** icon



2. **Modify Patient Lists** window will open. Click on **New**

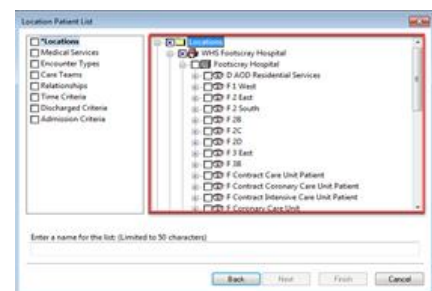


3. **Patient list type** window will open. Select **Location**. Click **Next**.



4. Select **Locations**
(Do NOT click on the whole hospital during this step, only the + until you get to ward level).

- Single-click on the “+” of the required WHS hospital location
- Single-click on the “+” of required hospital
- Click the Check-box next to the name of the ward you want to select.

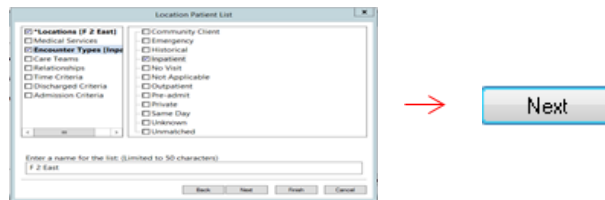


Note: Some Medical and Allied Health Services do use whole hospital.

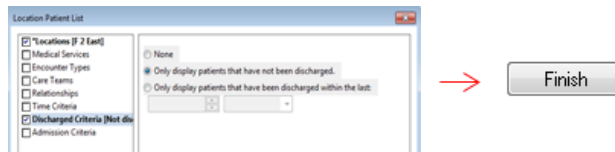
When using this on the Multipatient Tasklist, continue through to step 6. Do not 'add the list to the active list' (step 7)

5. Select **Encounter Type** and Select appropriate encounter i.e.

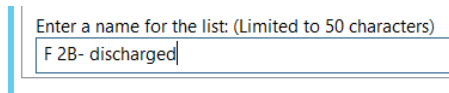
Inpatient. Click **Next**.



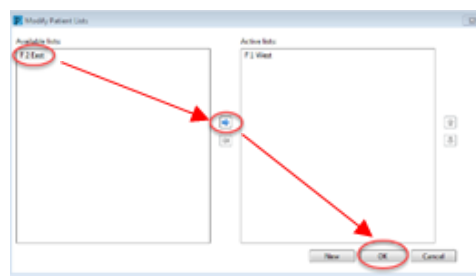
6. Select **Discharged Criteria** and Select “**Only display patients that have not been discharged**”.
Click **Finish**.



Note: For Allied Health who may follow up patients discharged before review, follow steps 1-5 again, but at this step select “**Only display patients that have been discharged within the last 7 days**”.
You will need to change the List name – ie. Add the word ‘discharged’

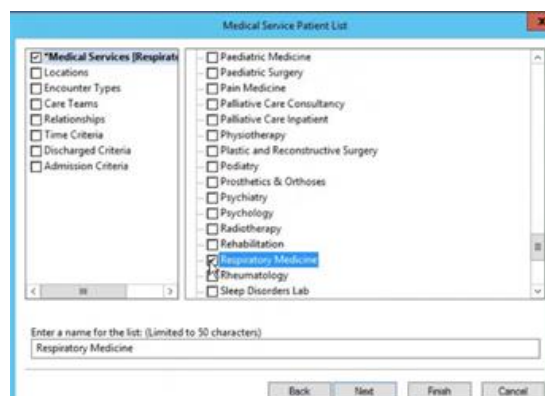
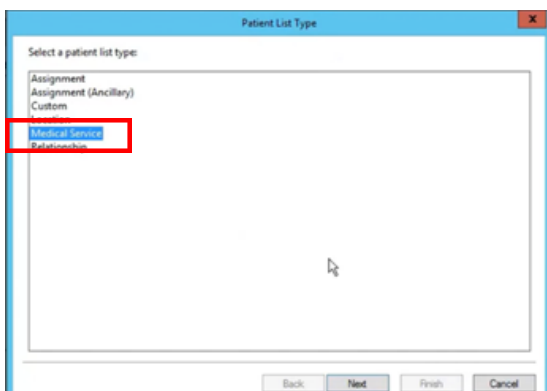


7. Select required list from the **Available lists** window. Click **arrow** to add to **Active lists** window and **OK** to finish.



Creating a Specific Unit/Medical Service List:

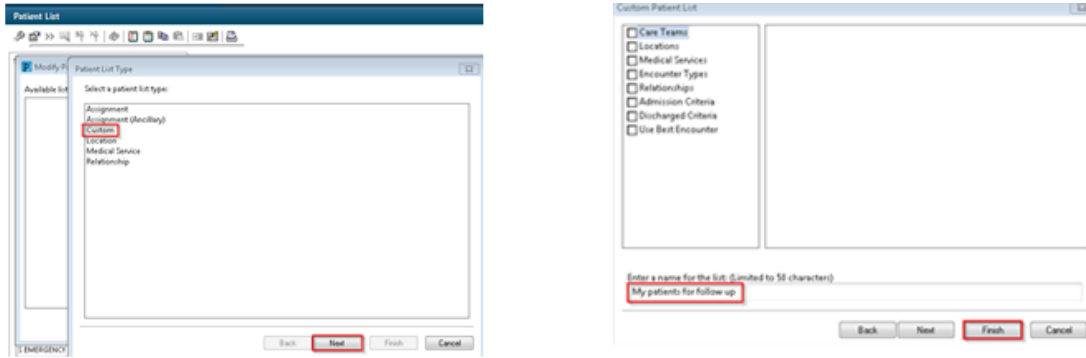
8. Select **Medical Services**. Click **Next**. Scroll through list. Click check box next to service required..



9. Then follow previous steps 4 - 7 then Click **Finish**

Creating a Custom List:

10. Select **Custom**. Click **Next**. The **Custom Patient List** window opens. Name your list in the box then click **Finish**.



11. To add patients to your custom list from the ward list, hold **Ctrl** on the keyboard and select each of the required patients. **Right click** and select **Add to a Patient List**. Your custom list should then appear for you to select

Ward	Room	Bed	Name	UR No.	Sex	DOB	Age	Clinical Ur
S 1A	R01	B01	Conn, Eric Train	HTS123221	M	10/11/1985	34 years	Surgery
S 1A	R02	B02	Gibbon, Paula			1/1992	28 years	Surgery
S 1A	R03	B03	Burke, Katie Ti			1/1947	72 years	Surgery
S 1A	R04	B04	Meehan, Deb			1/1956	63 years	Surgery
S 1A	R05	B05	Jones, Sharon			1/1965	54 years	Surgery
S 1A	R05	B06	Chu, Kathy Tra			1/1985	34 years	Surgery
S 1A	R06	B07	Ballantine, Br			1/1963	56 years	Surgery
S 1A	R06	B08	Rudd, Alex Tra			1/1971	48 years	Surgery
S 1A	R07	B09	Keenan, John			1/1974	45 years	Surgery
S 1A	R08	B10	Hoo, Adrian T					Surgery
S 1A	R08	B11	Cullen, Cathie			1/1982	37 years	Surgery
S 1A	R08	B12	Siliato, Emma			1/1956	63 years	Surgery
S 1A	R08	B13	Craig, David T			1/1964	55 years	Surgery
S 1A	R09	B14	McKeown, Cono	HTS123234	M	12/12/1935	84 years	Surgery
S 1A	R09	B15	Catdown, Terki	HTS123235	F	03/03/1960	60 years	Surgery

12. Alternatively Search by **MRN** or **Name**.

Click on **Add a Patient**



Search for your patient then click **OK**. Select correct patient's **Name** and ensure that you select the correct **Encounter**, click **OK**.

Name	UR No	Sex	DOB	Age	Address	Suburb	Deceased	Medicare No
Conn, Eric Train	HTS123221	M	10/11/1985	34 Years	1 Star Trek Drive	Box Hill		

Site	Visit Type	Unit	Room	Bed	Clinical Unit	Admit Date	Disch Date	Visit No	Admitting Dr
Footscray	Outpatient	FGES			Surgery	1/03/2020 1:34 PM		WHOP9010221	MO222, Medical Officer222 Dr
Footscray	Outpatient	FGES			Surgery	1/02/2020 1:34 PM		WHOP9000221	MO222, Medical Officer222 Dr
Footscray	Outpatient	FGES			Surgery	1/01/2020 1:34 PM		WHOP8000221	MO222, Medical Officer222 Dr
Footscray	Outpatient	FGES			Surgery	1/12/2019 1:34 PM		WHOP7000221	MO222, Medical Officer222 Dr
Footscray	Outpatient	FGES			Surgery	1/11/2019 1:34 PM		WHOP6000221	MO222, Medical Officer222 Dr
Footscray	Outpatient	FGES			Surgery	1/10/2019 1:34 PM		WHOP5000221	MO222, Medical Officer222 Dr
Footscray	Outpatient	FGES			Surgery	1/09/2019 1:34 PM		WHOP4000221	MO222, Medical Officer222 Dr
Footscray	Outpatient	FGES			Surgery	1/08/2019 1:34 PM		WHOP3000221	MO222, Medical Officer222 Dr
Sunshine	Inpatient	S 1A	R01	B01	Surgery	5/07/2019 6:48 AM		WHIP2000221	MO222, Medical Officer222 Dr
Footscray	Outpatient	FGES			Surgery	1/07/2019 1:34 PM		WHOP2000221	MO222, Medical Officer222 Dr
Sunshine	Inpatient	S 1A	R01	B01	Surgery	1/07/2019 6:48 AM	3/07/2019 9:48 AM	WHCL2000221	MO222, Medical Officer222 Dr

13. Your patient is now added to your **Custom List**

Location	Name	UR No.	Sex	DOB	Age	Site	Clinical Unit	Reason for Admission	Admitting Dr
S 1A R01 B01	Conn, Eric Train	HTS123221	M	10/11/1985	34 years	Sunshine	Surgery	Hiatus Hernia Repair	MO222, Medical