

# Access and Set Up – Creating a Patient List Dietitian, Social Work and Diabetes Nurse Educator Day Chemotherapy



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Quick Reference Guide

## This Quick Reference Guide will explain how to:

Create a patient list to allow the review of inpatient referrals made on an outpatient undergoing Day Chemotherapy



### Important

- This Quick Reference Guide is for Dietitians, Social Workers and Diabetes Nurse Educators
- The Quick Reference Guide: **Access and Set Up – Creating Patient and Custom Lists** should be read prior to creating your list
- Additionally, to your usual Chemotherapy Day Unit patient list, you will require a list to pick up referrals that are ordered from Oncology/Haematology clinics when the patient is initially referred to receive chemotherapy

## Patient list for referrals from day chemotherapy patients

Refer to Quick Reference Guide: Access and Set Up – Creating a Patient and Custom List- Selecting the inpatient Chemotherapy Day Unit list **S 1E CDU** as the location. You may add this location to your existing inpatient referral list.

## Patient list for referrals for outpatient clinics

1. On the taskbar, select **Patient List**

2. Click on the Spanner icon

3. Select **New** to create a new list

4. Select **Location**

5. Click Next

 Patient List



**New**

Select a patient list type:

Assignment  
Assignment (Ancillary)  
Custom  
**Location**  
Medical Service  
Relationship

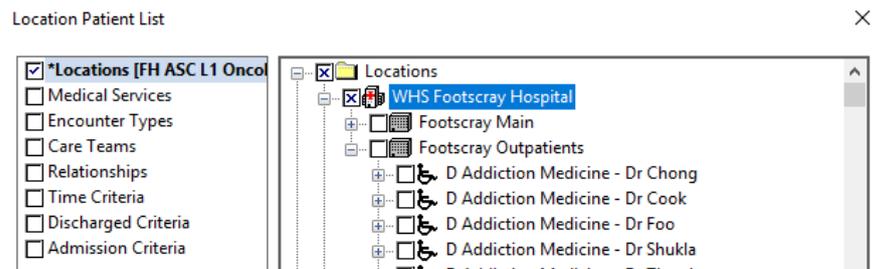
4.

5.

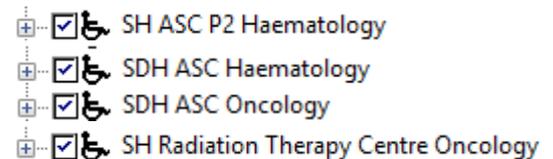
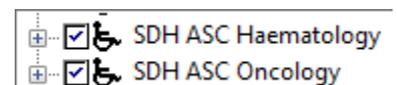
Back **Next**



6. Location window opens,  
Click on the plus icons to expand the Locations to select **all** of the following outpatient clinic locations:

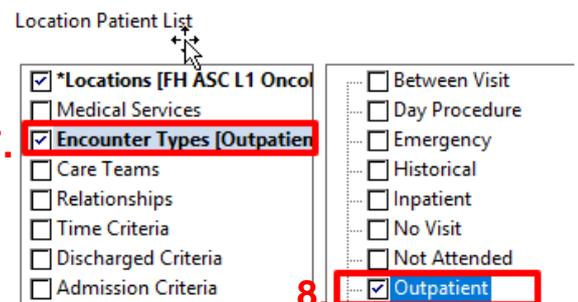


- + WHS Footscray Hospital
  - + Footscray Outpatients
    - ✓ FH ASC L1 Oncology
  
- + WHS Sunbury Day Hospital
  - + Sunbury Outpatients
    - ✓ SDH ASC Haematology
    - ✓ SDH ASC Oncology
  
- + WHS Sunshine Hospital
  - + Sunshine Outpatients
    - ✓ SH ASC P2 Haematology
    - ✓ SH ASC P3 Haematology
    - ✓ SH ASC P3 Oncology
    - ✓ SH Radiation Therapy Oncology



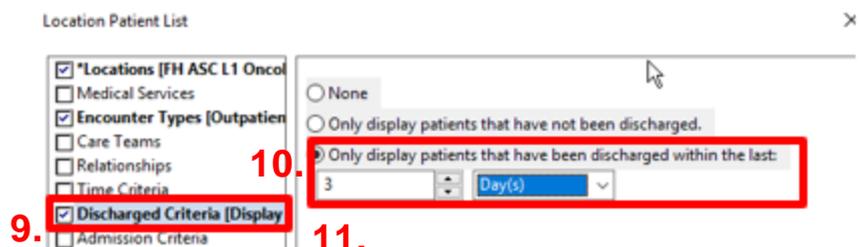
7. Select **Encounter Types** on the left

8. On the right – select **Outpatient**



9. Select **Discharged Criteria**,

10. Select *Only display patients that have been discharged within the last*



11. Allocate **number of days**, \*this is dependent on the frequency at which you can check this list

12. On the bottom left of the box, **rename** the list to an appropriate name and then select finish to finish

