

# Access and Set Up – Unborn Alert Dynamic Worklist

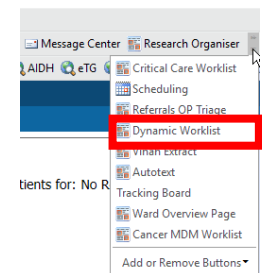


## This Quick Reference Guide will explain how to:

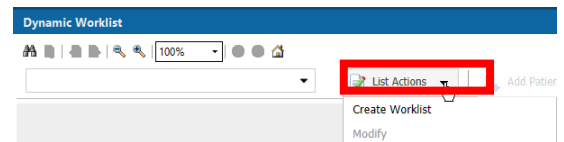
- Set up a dynamic worklist to view patients who are admitted under maternity wards or birthing suites with an unborn alert on their profile.
- How to share the dynamic worklist with other clinicians.

## Creating a Dynamic Worklist

1. On the navigational toolbar, select Dynamic Worklist



2. Under **List Actions**, select **Create Worklist**



3. Enter a name for the worklist

4. Under Worklist Details,

- Select Location
- Select Auto-Remove Disqualified Patients

5. Under Location > Facility, select Sunshine

6. Under Location > Building, select SJK

7. Under Location > Unit, select all available units

Create New Worklist

1. Worklist Type   2. Criteria   3. Summary

3 \*Name Your Worklist:  
Test Dynamic Worklist

4 \*Worklist Details  
 Group/Provider  
 Location  
 Auto-Remove Disqualified Patients

5 Location

Facility	Building	Unit
Footscray Sunbury Day	SJK	<input checked="" type="checkbox"/> S BIRTHING <input checked="" type="checkbox"/> S CHILDREN'S W <input checked="" type="checkbox"/> SJK MAC <input checked="" type="checkbox"/> S MAT HOMEBIRTH <input checked="" type="checkbox"/> S NEWBORN SERV <input checked="" type="checkbox"/> S SURG ADM <input checked="" type="checkbox"/> S W 7 WOMEN'S <input checked="" type="checkbox"/> S W 8 WOMEN'S <input checked="" type="checkbox"/> SJK MAC Triage <input checked="" type="checkbox"/> SJK IOL - Virtual <input checked="" type="checkbox"/> SJK Main Operating Theatre <input checked="" type="checkbox"/> SJK PACU/WARD

6  
7

8 Lookback Range  
Past: 14   Time Unit: Days   546 Maximum

9 Next   Cancel



8. Under Lookback Range, select 14 Days
9. Click Next
10. Under Criteria, select category, Risk Assessments

**Important**

- Make sure that *Or* is selected, not *And*
- Make sure that the Name you choose is **Unborn Alert**, not *Unborn Alert Recorded*

11. Under Risk Assessments > Name, Type Unborn Alert
12. Under Risk Assessments > Quantity, At Least 1
13. Under Risk Assessments > Value, Any
14. Under Risk Assessments > Lookback Range, select 8 months

Create New Worklist ✕

1. Worklist Type 2. Criteria 3. Summary

Select a category to add criteria

- Age
- Sex
- Language 11 - 14
- Race
- Financial Class
- Health Plan Type
- Admission Range
- Discharge Range
- Encounter Type
- Appointment Status
- Conditions
- Pathology
- Vital Signs and Measurements
- Documents and Radiology Reports
- Risk Assessments
- Medications
- Order Status
- Registry

Risk Assessments Clear

Select one:  Or  And

Name R	Quantity At Least	Value Any	Lookback Range Days	+
Add				

Added Risk Assessments

No Risk Assessments added

10

Previous Next Cancel

15. Click + Add

16. Confirm that Unborn Alert has been added as Criteria

17. Select Next

18. Confirm all criteria is correct and click **Finish**

19. Dynamic Worklist will now show with any patients that meet the criteria visible on it

Create New Worklist ✕

1. Worklist Type 2. Criteria 3. Summary

Worklist Type

Test Dynamic Worklist

Worklist Name: Past 14 Days

Location: Facility: Sandstone Building(s): SKM

UNIC(S): S BRETHING S CHILDREN'S W SKM MAC S PAET HOMEBETH S NEWBORN SERV S OBGYNOM S W 7 WOMEN'S S W 8 WOMEN'S SKM MAC Triage SKM SKL - Virtual SKM Main Operating Theatre SKM PACU/WARD

Criteria

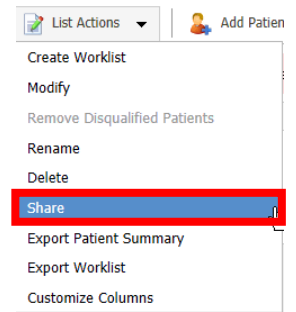
Risk Assessment(s): Unborn Alert

Previous Finish Cancel

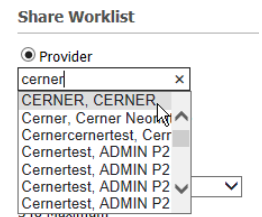


## Sharing a Dynamic Worklist

1. Under **List Actions**, select **Share**



2. In the **Provider** field, enter the surname of the clinician you want to share the list with to search, then select the appropriate name



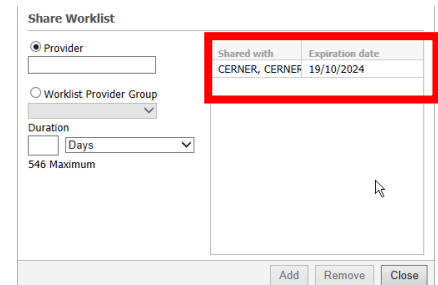
3. Enter the duration that the list will be shared with this user\*



\*The list can only be shared for a Maximum of 546 day/ 78 weeks/ 18 months, after this time point the list will need to be shared again

4. Select

5. The clinicians that the list has been shared with will show on the left, the date that the list expires will also be shown



6. Repeat steps 1 – 5 to share the list with other clinicians