

ICU – Create ICU Patient List



Digital Health
CONNECTING BEST CARE

Digital Health
Quick Reference Guide

This Quick Reference Guide will explain how to:

Create ICU patient lists using Location e.g. **F Intensive Care Unit** and **S Intensive Care Unit** patient lists.

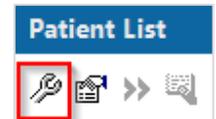
This is a once-off task which ICU staff need to do at the start of their ICU term.

Creating an ICU Patient List

1. Click **Patient List** from the Navigation Toolbar.



2. Click the **Spanner icon**.



3. Click **New**.

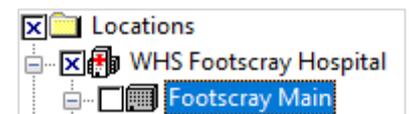


4. Double-click **Location**.



5. Double-click on the **Locations folder**.

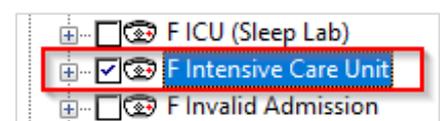
- Then double-click on the appropriate site (e.g. **WHS Footscray Hospital**).



- Then single-click on the “+” of the required hospital (e.g. **Footscray Main**) to expand the list of wards.

(Do NOT tick the checkbox next to Main during this step, otherwise your list will include all inpatients in this hospital and not just ICU patients).

- Scroll down and tick the checkbox next to the appropriate ward (e.g. **F Intensive Care Unit**).



6. Select **Encounter Types**, then tick the checkbox: **Inpatient**.

The screenshot shows the 'Location Patient List' configuration window. On the left, a list of categories is shown with checkboxes: *Locations [F Intensive C], Medical Services, Encounter Types [Inpatient], Care Teams, Relationships, Time Criteria, Discharged Criteria [Not], and Admission Criteria. On the right, a list of encounter types is shown: Between Visit, Day Procedure, Emergency, Historical, Inpatient (highlighted with a red box), No visit, Not Attended, and Outpatient.

*Note: You do not need to select anything in **Medical Services**, as ICU patients have different home teams.*

7. Select **Discharged Criteria**, then click “**Only display patients that have not been discharged.**”

The screenshot shows the 'Location Patient List' configuration window. On the left, the 'Discharged Criteria [Not]' checkbox is checked. On the right, under the 'Discharged Criteria' section, the radio button for 'Only display patients that have not been discharged.' is selected and highlighted with a red box. Other options include 'None' and 'Only display patients that have been discharged within the last:'. Below the radio buttons are two input fields with up/down arrows.

8. Review the name for your list and click **Finish** once done.

The screenshot shows a dialog box titled 'Enter a name for the list: (Limited to 50 characters)'. The input field contains the text 'F Intensive Care Unit', which is highlighted with a red box. At the bottom right, there are three buttons: 'Back', 'Next', and 'Finish'. The 'Finish' button is highlighted with a red box.

9. Click on the newly created list on the left - in this example, **F Intensive Care Unit** and click the **Arrow**. It will now appear on the right hand side as an active list. Click **OK** to finalise the change.

The screenshot shows the list management interface. On the left, under 'Available lists:', there is a box containing 'F Intensive Care Unit', which is highlighted with a red box. On the right, under 'Active lists:', there is a box containing 'S Intensive Care Unit'. At the bottom of the 'Available lists' section, there is a blue arrow button pointing right, which is highlighted with a red box.

10. Repeat steps 3-9 to add **Sunshine Intensive Care Unit** as an active list.