## ACIS: Creating a Custom Patient List

To easily access charts for patients you are rounding on, create a custom patient list and select the patients you would like to populate the list:

- 1. Log into ACIS, and click on the **Patient List** tab in PowerChart.
- 2. From the **Patient List** menu, select "List Maintenance". This displays the "Modify Patient Lists" dialog box.

🧏 Modify Patient Lists		×
Available lists:	Active lists: Visit Relation Patient List FHS Inpatient Care Team Lifetime Relation Patient List My Custom List Ambulatory Pt List SJMC Dialysis	4 4
	New OK	Cancel

[ask <u>E</u> dit <u>V</u> iew	Patient List Help	
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In-Box Patient	Add Patient Remove Patient from List	
FSJ 14ABC Fa	Assign Li <u>f</u> etime Relationship Assign <u>V</u> isit Relationship	
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Name Room B	Vie <u>w</u> Charges <u>Select All Patients</u> Clear All Selections <u>H</u> ide Selected Rows Print Another Users List	Physician I
	Customize Columns Properties	

 Click the New button at the bottom of the Modify Patient Lists dialog box. This will display the Patient List Type dialog box. Click Custom on the Patient Type list, and click the Next button.

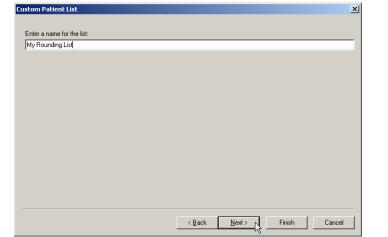
This will display the "**Custom Patient List**" dialog box.

(See next page.)

Patient List Type	×
Select a patient list type:	
Custom	
Lifetime Relationship Location	
Medical Service	
Provider Group	
Visit Relationship	
	-
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4. In the **Custom Patient List** dialog box, type in a name for your list and click the **Next** button.

This will display the "**Filter Status and Type**" dialog box.



5. To have patients automatically drop off Filter Status and Type X your list once they are discharged, click on the Not Discharged radio button and Select a status: Select types: then click the Next button. None None None 🔲 Dialysis Puya Behavioral Health Inpatient Behavioral Health Outpatient Breast Center O Admitted within the last Direct Patien Emergency ne last This will display the **Proxy** dialog box. O Not discharged Employee Se You will not make any changes in the Cancelled Chemotherapy □нмо Proxy dialog box, so click the "Finish" Home Care/ł Home Health button. Contract Hospice 🗌 Inpatient Lab/Specime • ► Time: Units: 0 Days -Ргоху All patients Access End Date Name 🖲 Group Cancel < B Next > ïnish C Provide Access  $\overline{\mathbf{v}}$ From: 07/05/200 🛫 - 1612 茾 PDT To: 🗧 – 🚔 PDT \*\*/\*\*/ New < <u>B</u>ack Finish Cancel

6. This brings you back to the "**Modify Patient Lists**" dialog box, where you will see your custom list in the **Available lists** section on the left.

Single click to select your new custom list then click the **blue right-arrow** button between the two panels. This will transfer your custom list over to the **Active lists** section on the right.

😓 Modify Patient Lists		×
Available lists:	Active lists:	
	FSJ ACC Visit List FHS Inpatient Team My Custom List	TIP: Use the arrows on the right hand side to change the order of your lists.
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7. Click the **OK** button. This will close the **Modify Patient Lists** dialog box, and you should now see your newly-added custom patient list as a new tab in your Patient Lists.

😓 PowerChart Organizer for FHSTRAIN, DBCB1
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