

PowerChart Tip: Customizing Patient List Columns

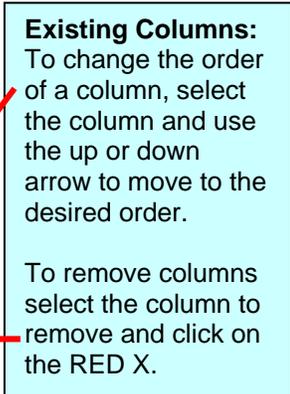
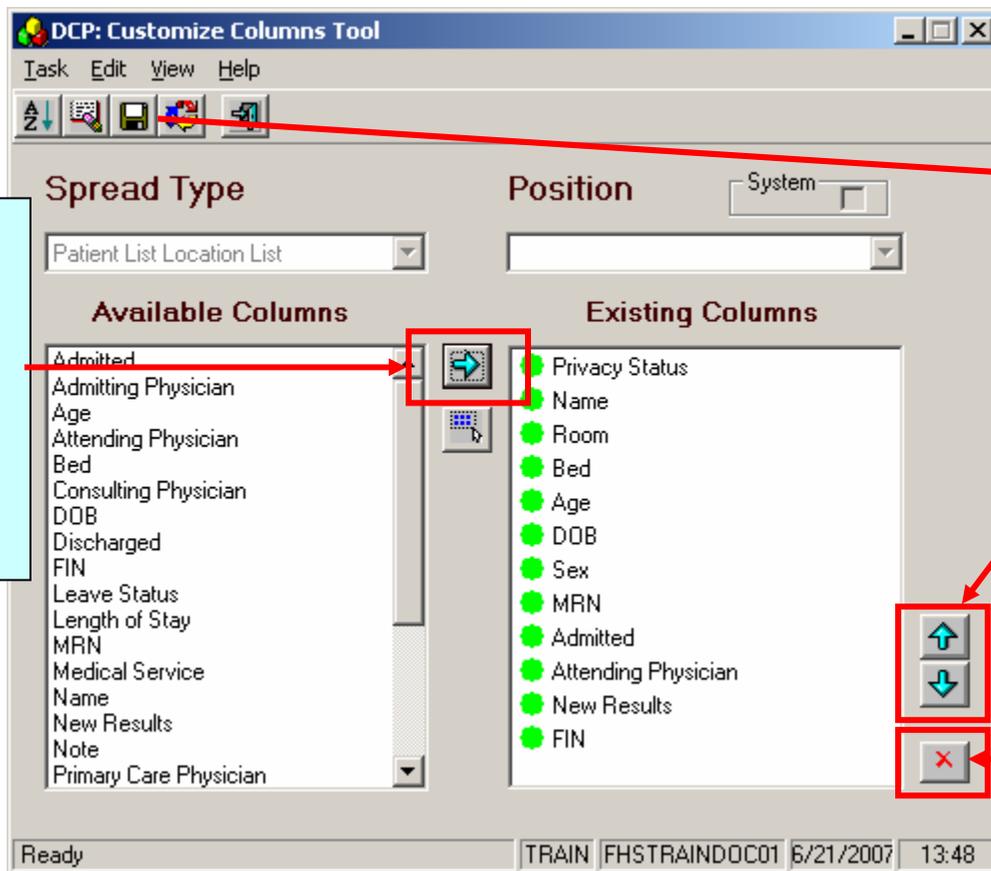
You have the ability to change which columns are viewable on your Patient Lists. Any of the default columns can be removed and there are several other columns that are available to add. The Customize Column tool is also available for other types of lists throughout the PowerChart application – look for the toolbar button!

To customize your patient list columns:

1. Open **PowerChart** and click on the **Patient List** tab.
2. Select the list you would like to change columns for.

NOTE: Each “type” of patient list has its own column settings. For example, if you have a custom patient list AND a provider group list, you would need to customize the columns for each list separately. However, if you have multiple custom lists, customizing the columns of one list will carry over to the other lists of the same type.

3. Click the **Customize Columns** toolbar button. This will display the **DCP: Customize Column Tool** dialog box.
4. Make any changes you would like and click the **Save** toolbar button.



5. Close the window by click on the **X** in the upper right hand corner. Your column changes should be visible on your patient list.

