## **PowerChart Tip: How To Print Your Patient Lists**

Once you have created a patient list, you may want to print that list out and use it to take notes while rounding on patients. There are two ways your can print your list. The first option does not leave any space between the patients. The second option gives you more space between patients to make notes.

## To print your Patient List using the Print toolbar button (no space between patient names):

- 1. Open **PowerChart** and click on the **Patient List** tab.
- 2. Click on the Patient List that you would like to print.
- 3. Click on the **Print** toolbar button. This will open the **Print** window.

😓 PowerChart Organizer for Fi	HSTRAIN, DOCO1			
<u>T</u> ask <u>E</u> dit <u>V</u> iew <u>P</u> atient List <u>H</u>	<u>t</u> elp			
🐀 😂 🐯 🗐 🖂 🎕 🛤	14 🖪 🖻 🖗 🛛	As Of 10:53 PD T	] ∥@?>	a 🌴 🌴   👁   🖺
In Box Patient List				/
·				i i
FSJ ACC Visit List FHS	As Of 10:53 PD T 🤌 🗃 >> 🖏 🐐 🦄 🔊 🖺			
		'		
All patients				<i>م</i> ې
Privacy Status Name	Location	Age DOB	Sex MRN	Admitted
FHST RAINPC, I	MARY J ESE MS1 110 09	70 years 8/19/1936	Female 999360121	8/25/2006 13:47 PDT P
FHST RAINHIM.	, INA J FSF ICU IC07 01	59 years 1/5/1948	Female 1066065	8/29/2006 14:39 PDT IP
EHST BAINHIM.	, DIANA FSJ Dialysis	20 years 2/26/1987	Female 940087361	8/29/2006 14:28 PDT F
FHST RAINPC, I	ELLEN JIFSJIACC 2105-0	138 years 8/11/1968	Female 940087335	8/28/2006 15:55 PDT
FHST RAINPC, I	BILL J FSJ ACC 207S 0	10 years 1/1/1997	Male 999965267	8/28/2006 15:19 PDT
FHSTRAINDUL	, MARY ESCED	PH years 9/30 TH67	Female 252763	8/29/2006 14:10 PD 1

**4.** The default printer for the workstation you are on should be listed in the Name field. Make any changes necessary and click on the **OK** button to print your list.

## To print your Patient List using the Explorer Menu toolbar button (space between patient names):

- 1. Open **PowerChart** and click on the **Patient List** tab.
- 2. Click on the **Explorer Menu** toolbar button (looks like a compass) located to the right of the **As Of** button. This will open the **Discern Explorer: Explorer Menu** window.



- **3.** Double click on the **Main Menu** folder.
- **4.** Double click on **PowerChart Audits** folder.
- 5. Double click on the **Patient List** report. Options for the report will open on the left hand side of the window.

**TIP**: The next time you open the Explorer Menu window – the Patient List report will be located in the **Recent Programs** folder so you will not have to search for it again.

**6.** Select the report you would like to print and the sort priority.

7. Click on **Execute** to run the report.

🋞 Discern Explorer: Explorer Menu		- U X
<u>T</u> ask <u>E</u> dit <u>V</u> iew <u>H</u> elp		
	Output to File/Printer/MINE MINE Sort Priority Location then Name	
	Which Patient List would you like to print?	
Patient List	TRAIN  FHSTRAINDOC01	11:28 //

8. To print the report once it is generated, click on the print icon on the toolbar above the report. The report will print to the default printer for the workstation you are on.

Click on the print icon to print the report	S. Report Output - Patient List         Task         Edit         View         Help						
			Printed Patient List List Name: My Custom List For: FHSTRAIN, DOCO1				ر مر بر
	Name	Location	Age/Sex	MRN	Admit	Attending MD	
	Privacy Status		DOB	F IN	D/C		, ,
	FHSTRAINDOC, MARY D	FSC ED	39 Years / F	262763	08/29/06	EMERGENCY, PHYSICIAN	مم
			09/30/67	624100335			ſ
	FHSTRAINHIM, INA J	FSF ICU	59 Years / F	1066065	08/29/06	FHSTRAIN, DOC16	ļ
		IC07-01	01/05/48	624100483			1
	FHSTRAINPC, MARY J	FSF MS1	70 Years / F	999360121	08/25/06	FHSTRAIN, DOC16	1

- 9. Click the X in the upper right hand corner to close the **Report Output** window.
- **10.** Click the **X** in the upper right hand corner to close the **Discern Explorer** window to return to your **Organizer**.