

How to Rename a Patient List(s)

Quick Reference Guide

This **Quick Reference Guide (QRG)** provides step-by-step instructions for renaming a patient list.

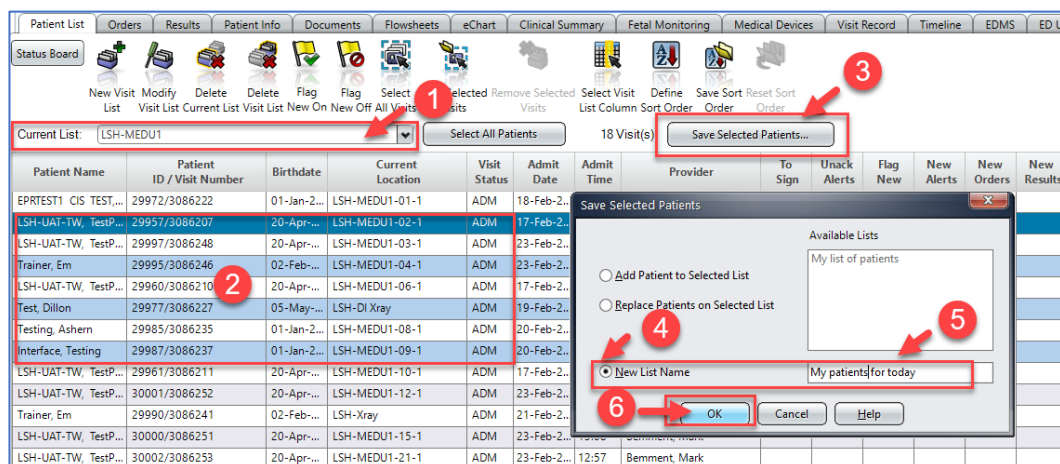


Important Note: Because **Special Lists** cannot be renamed directly, users must create a new **Special List** with the desired name and then delete the previous list if it is no longer required. When you need to rename a patient list, first select the patients from the existing list and save them to a **Special List**. Once the patients have been added to the **Special List**, you can rename the list.

Rename a Patient List

1. Choose a **Current List**
2. Highlight the patients you want on another list to rename a list
3. Click the **Save Selected Patients** button
4. Click the radio button **New List Name**
5. Type a name for this list

Find a Patient List



Patient Name	Patient ID / Visit Number	Birthdate	Current Location	Visit Status	Admit Date	Admit Time	Provider	To Sign	Unack Alerts	Flag New	New Alerts	New Orders	New Results
EPRTST1 CIS TEST...	29972/3086222	01-Jan-2...	LSH-MEDU1-01-1	ADM	18-Feb-2...								
LSH-UAT-TW, TestP...	29957/3086207	20-Apr-...	LSH-MEDU1-02-1	ADM	17-Feb-2...								
LSH-UAT-TW, TestP...	29997/3086248	20-Apr-...	LSH-MEDU1-03-1	ADM	23-Feb-2...								
Trainer, Em	29995/3086246	02-Feb-...	LSH-MEDU1-04-1	ADM	23-Feb-2...								
LSH-UAT-TW, TestP...	29960/3086210	20-Apr-...	LSH-MEDU1-06-1	ADM	17-Feb-2...								
Test, Dillon	29977/3086227	05-May-...	LSH-DI Xray	ADM	19-Feb-2...								
Testing, Ashern	29985/3086235	01-Jan-2...	LSH-MEDU1-08-1	ADM	20-Feb-2...								
Interface, Testing	29987/3086237	01-Jan-2...	LSH-MEDU1-09-1	ADM	20-Feb-2...								
LSH-UAT-TW, TestP...	29961/3086211	20-Apr-...	LSH-MEDU1-10-1	ADM	17-Feb-2...								
LSH-UAT-TW, TestP...	30001/3086252	20-Apr-...	LSH-MEDU1-12-1	ADM	23-Feb-2...								
Trainer, Em	29990/3086241	02-Feb-...	LSH-Xray	ADM	21-Feb-2...								
LSH-UAT-TW, TestP...	30000/3086251	20-Apr-...	LSH-MEDU1-15-1	ADM	23-Feb-2...								
LSH-UAT-TW, TestP...	30002/3086253	20-Apr-...	LSH-MEDU1-21-1	ADM	23-Feb-2...	12:57	Bemment, Mark						

6. Click **OK** to save and close the window



Note: About Your Newly Created Special List

Your new list will display as a **Special List**, indicated by an asterisk (*). The asterisk distinguishes **Special Lists** from **Criteria-Based Lists**. **Special Lists** are created manually and are *visible only to you*.

Please note that **Special Lists** must be maintained manually. Patients will not be automatically removed upon transfer or discharge. You will need to update these lists as changes occur.