

# EPR Core and Clinical Documentation

## Patient Lists Toolbar Icons Descriptions

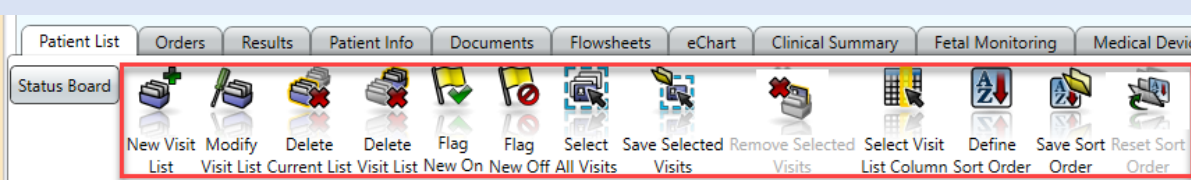



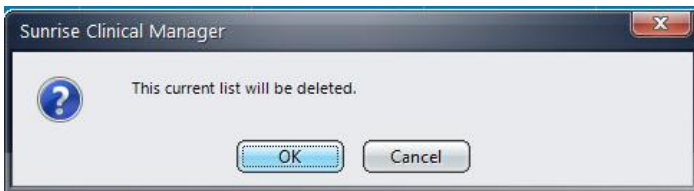

### Quick Reference Guide

This **Quick Reference Guide (QRG)** provides descriptions of the available **Toolbar** icons.

**Important Note:** The **Sunrise Enterprise Toolbar** includes several **Patient List** icons that allow you to manage your patient lists efficiently. These tools provide quick access to functions for working with your **special, criteria-based, and temporary lists**, helping you organize and navigate patient information more effectively. Lists support the security rights to see, create, and modify.

The total number of visits for each list appears next to the **Select All Patients'** button.



Toolbar Icons	Descriptions Header
	
	<p><b>New Visit List:</b> You can create a list based on your role, location, provider, service, or visit status. For example, if you are in a facility with <b>Computer Order Entry (CPOE)</b>, you can create a <u>unit list</u> based on orders.</p>
	<p><b>Modify Visit List:</b> You can make changes to your list based on your own criteria. For example, if you want to add a particular service or provider to your facility list.</p>
	<p><b>Delete Current List:</b> You can delete your list. A <b>Sunrise Clinical Manager</b> window will appear, letting you know that selecting this icon will delete your list.</p> 
	<p><b>Delete Visit List:</b> The special lists you created will be displayed. You may select multiple lists you want to delete.</p>

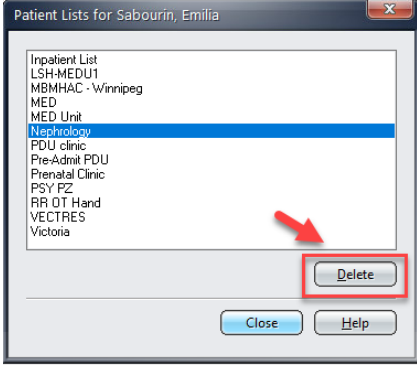




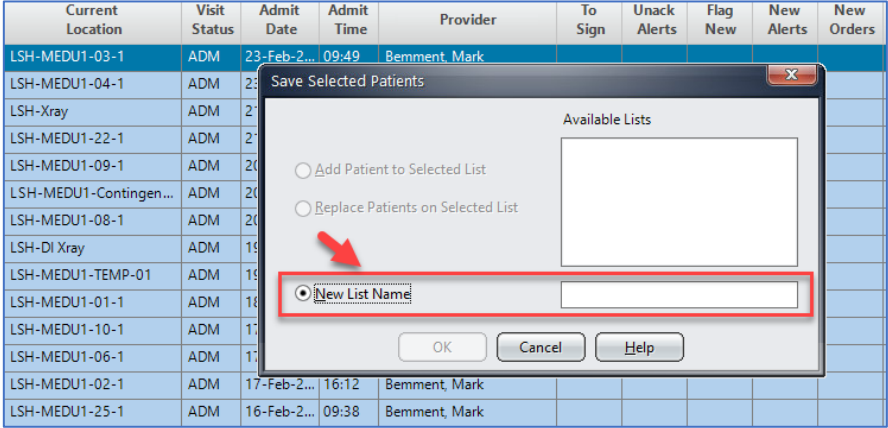
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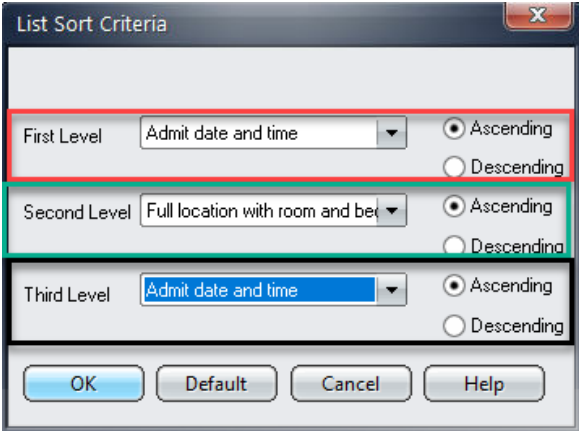


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	<p><b>New Flag On:</b> Using this icon will turn on flags for all selected patients. This will help you keep track of all new information on your patients.</p>																																																																																																																																																						
	<p><b>Flag New Off:</b> Use this icon to remove all flags and help you reset the <b>Flag New On</b> features for your patient if you have been away.</p>																																																																																																																																																						
	<p><b>Select All Visits:</b> Use this icon to select all patients on your current list. For example, when using this icon, the system highlights all patients on your list so you can save them to another list.</p>																																																																																																																																																						
	<p><b>Save Selected Visits:</b> Allows you to create your own special list marked with an asterisk (*). This icon opens the <b>“Save Selected Patients window”</b>.</p>  <table border="1" data-bbox="451 1472 1333 1896"> <thead> <tr> <th>Current Location</th> <th>Visit Status</th> <th>Admit Date</th> <th>Admit Time</th> <th>Provider</th> <th>To Sign</th> <th>Unack Alerts</th> <th>Flag New</th> <th>New Alerts</th> <th>New Orders</th> </tr> </thead> <tbody> <tr> <td>LSH-MEDU1-03-1</td> <td>ADM</td> <td>23-Feb-2...</td> <td>09:49</td> <td>Bemment, Mark</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>LSH-MEDU1-04-1</td> <td>ADM</td> <td>23-Feb-2...</td> <td>09:49</td> <td>Bemment, Mark</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>LSH-Xray</td> <td>ADM</td> <td>23-Feb-2...</td> <td>09:49</td> <td>Bemment, Mark</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>LSH-MEDU1-22-1</td> <td>ADM</td> <td>23-Feb-2...</td> <td>09:49</td> <td>Bemment, Mark</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>LSH-MEDU1-09-1</td> <td>ADM</td> <td>20-Feb-2...</td> <td>09:49</td> <td>Bemment, Mark</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>LSH-MEDU1-Contingen...</td> <td>ADM</td> <td>20-Feb-2...</td> <td>09:49</td> <td>Bemment, Mark</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>LSH-MEDU1-08-1</td> <td>ADM</td> <td>20-Feb-2...</td> <td>09:49</td> <td>Bemment, Mark</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>LSH-DI Xray</td> <td>ADM</td> <td>19-Feb-2...</td> <td>09:49</td> <td>Bemment, Mark</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>LSH-MEDU1-TEMP-01</td> <td>ADM</td> <td>19-Feb-2...</td> <td>09:49</td> <td>Bemment, Mark</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>LSH-MEDU1-01-1</td> <td>ADM</td> <td>18-Feb-2...</td> <td>09:49</td> <td>Bemment, Mark</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>LSH-MEDU1-10-1</td> <td>ADM</td> <td>17-Feb-2...</td> <td>09:49</td> <td>Bemment, Mark</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>LSH-MEDU1-06-1</td> <td>ADM</td> <td>17-Feb-2...</td> <td>09:49</td> <td>Bemment, Mark</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>LSH-MEDU1-02-1</td> <td>ADM</td> <td>17-Feb-2...</td> <td>16:12</td> <td>Bemment, Mark</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>LSH-MEDU1-25-1</td> <td>ADM</td> <td>16-Feb-2...</td> <td>09:38</td> <td>Bemment, Mark</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Current Location	Visit Status	Admit Date	Admit Time	Provider	To Sign	Unack Alerts	Flag New	New Alerts	New Orders	LSH-MEDU1-03-1	ADM	23-Feb-2...	09:49	Bemment, Mark						LSH-MEDU1-04-1	ADM	23-Feb-2...	09:49	Bemment, Mark						LSH-Xray	ADM	23-Feb-2...	09:49	Bemment, Mark						LSH-MEDU1-22-1	ADM	23-Feb-2...	09:49	Bemment, Mark						LSH-MEDU1-09-1	ADM	20-Feb-2...	09:49	Bemment, Mark						LSH-MEDU1-Contingen...	ADM	20-Feb-2...	09:49	Bemment, Mark						LSH-MEDU1-08-1	ADM	20-Feb-2...	09:49	Bemment, Mark						LSH-DI Xray	ADM	19-Feb-2...	09:49	Bemment, Mark						LSH-MEDU1-TEMP-01	ADM	19-Feb-2...	09:49	Bemment, Mark						LSH-MEDU1-01-1	ADM	18-Feb-2...	09:49	Bemment, Mark						LSH-MEDU1-10-1	ADM	17-Feb-2...	09:49	Bemment, Mark						LSH-MEDU1-06-1	ADM	17-Feb-2...	09:49	Bemment, Mark						LSH-MEDU1-02-1	ADM	17-Feb-2...	16:12	Bemment, Mark						LSH-MEDU1-25-1	ADM	16-Feb-2...	09:38	Bemment, Mark					
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	<p><b>Remove Selected Visits:</b> Use this icon to remove one or more patients from your special list. You must have a Special List open, and patients selected for this icon to become active.</p>
	<p><b>Select Visit List Column:</b> Use this icon to define which columns you want to view in each of your lists. The icon does not highlight when you are on a temporary list, and you cannot add or remove columns on it.</p>
	<p><b>Define Sort Order:</b> Use this icon to sort the list by specific criteria. For example, by levels, i.e., by Admit date and time, Full location with room and bed, etc.</p> 
	<p><b>Save Sort Order:</b> Use this icon after defining a sort order to save it.</p>
	<p><b>Reset Sort Order:</b> Use this icon after saving a sort order to reset it to the default setting. You will need to select your list, click the <b>Define Sort Order</b> icon, click the <b>Default</b> button, and then click the <b>Reset Order</b> icon.</p>