



Building a Location Patient List

Building patient lists will help organize and access a large amount of patient data. You are allowed 10 different patient lists at one time in COMPASS. A patient list can be based on patient location, provider relationship, or customized criteria selected by the caregiver. Customizing your patient list may help you locate charts more quickly.

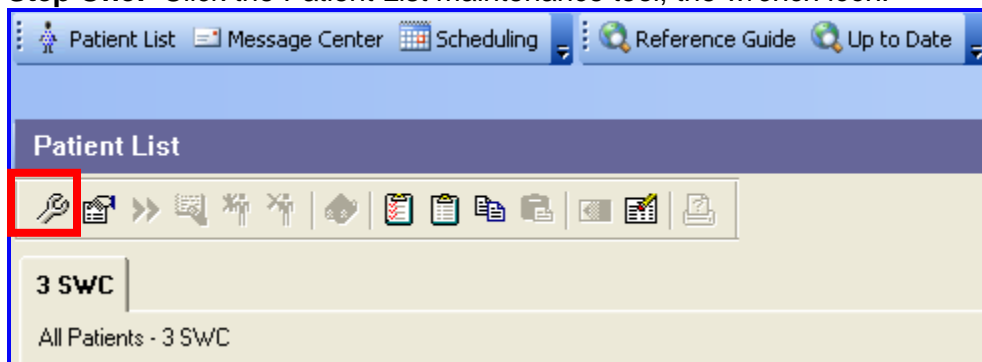
Location and Provider Group Lists are maintained through the admission and discharge process. You cannot add or remove patients from Location and Provider Group Lists. The computers located on the nursing units have a default Location List. The Default Location List is the nursing unit the computer device is mapped to for the patient census and printing functions.

The computers with a virtual desktop will display the first nursing unit census displayed from their initial login. If the user completely loges out of the system and then loges into the system the nursing unit will display that location patient census. For facilities that do not login to a virtual desktop, the default unit will recognize the nurse unit locations as you navigate throughout the facility. The symbol that helps identify a virtual desktop is the green Roam Icon. Click roam when you are finishing work temporarily. There is a 90 minute window before the system will close your session automatically. If you are finished with your work or you would like to reset the default patient census, logoff by clicking the red button. Be sure to save your work first.

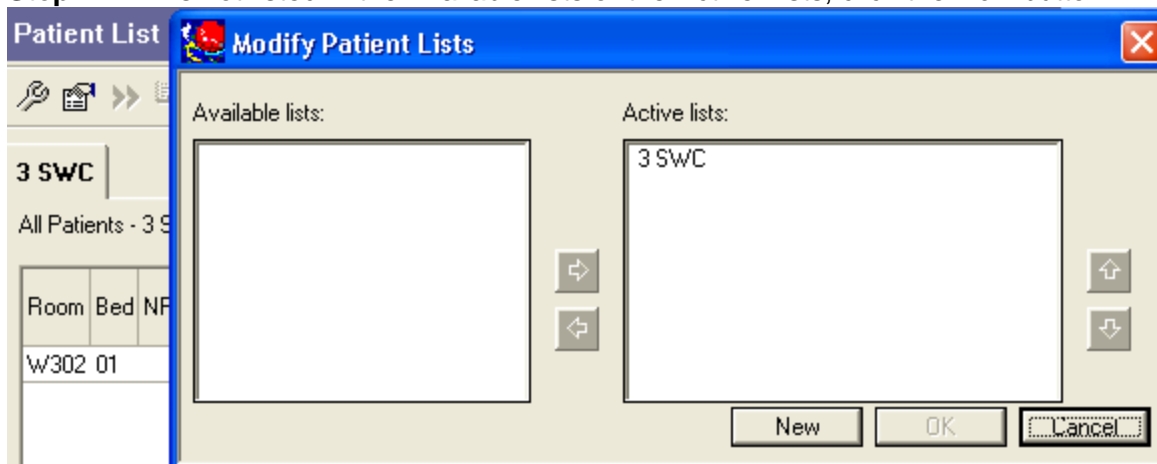


In the example below, the first patient list tab is bold, identifying the default nursing unit as the 3rd floor at SMCW. You will now build a Location List for Brackenridge Hospital, 7W.

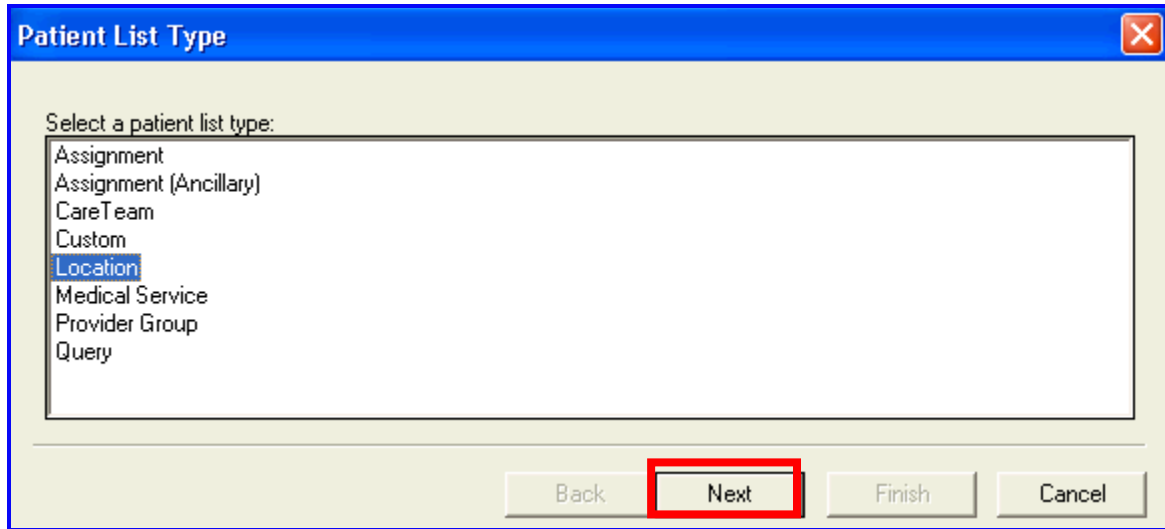
Step One: Click the Patient List maintenance tool, the *wrench icon*.



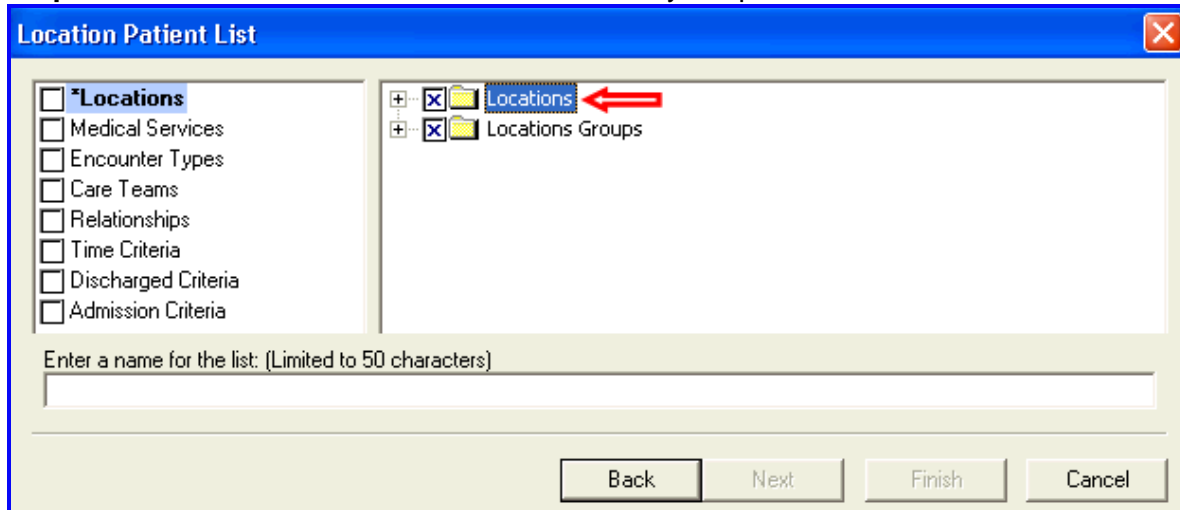
Step 2: 7W is not listed in the Available lists or the Active Lists, click the *New* button.



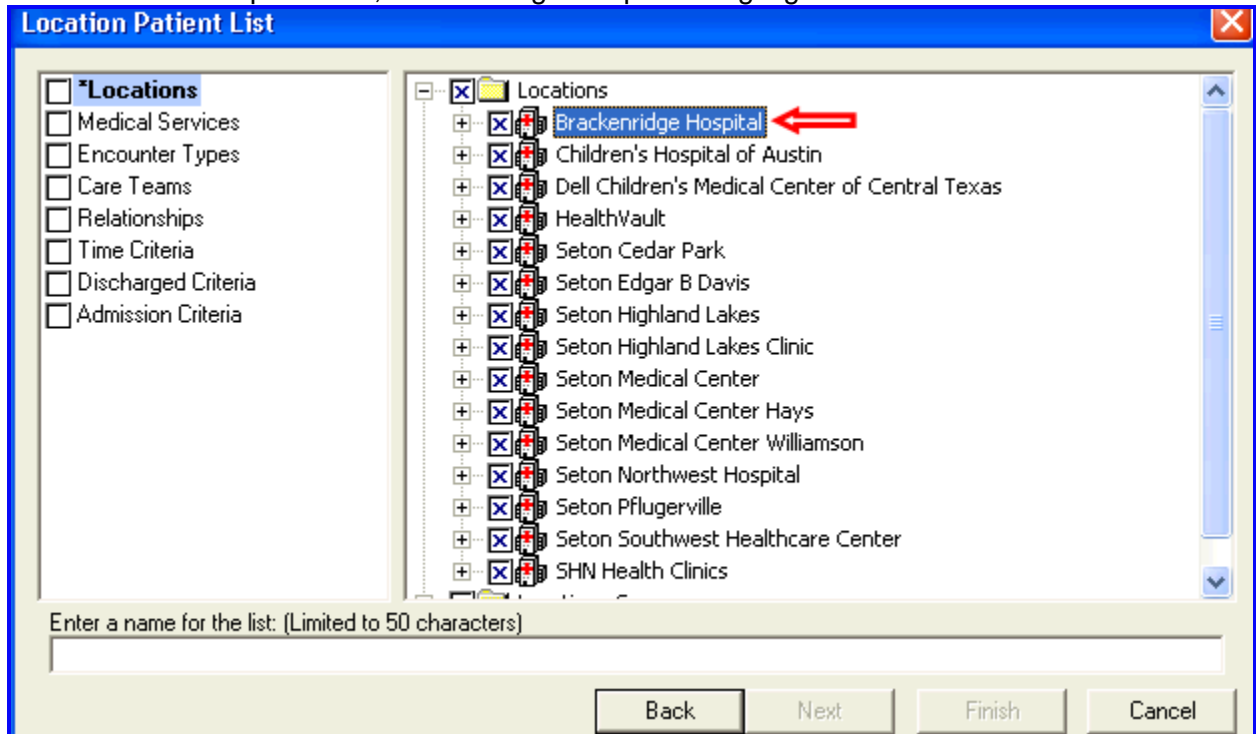
Step 3: The Patient List Type window opens, highlight the word Location and click the *Next* button.



Step 4: Double click on Locations or click the + key to open the folder and view all locations.

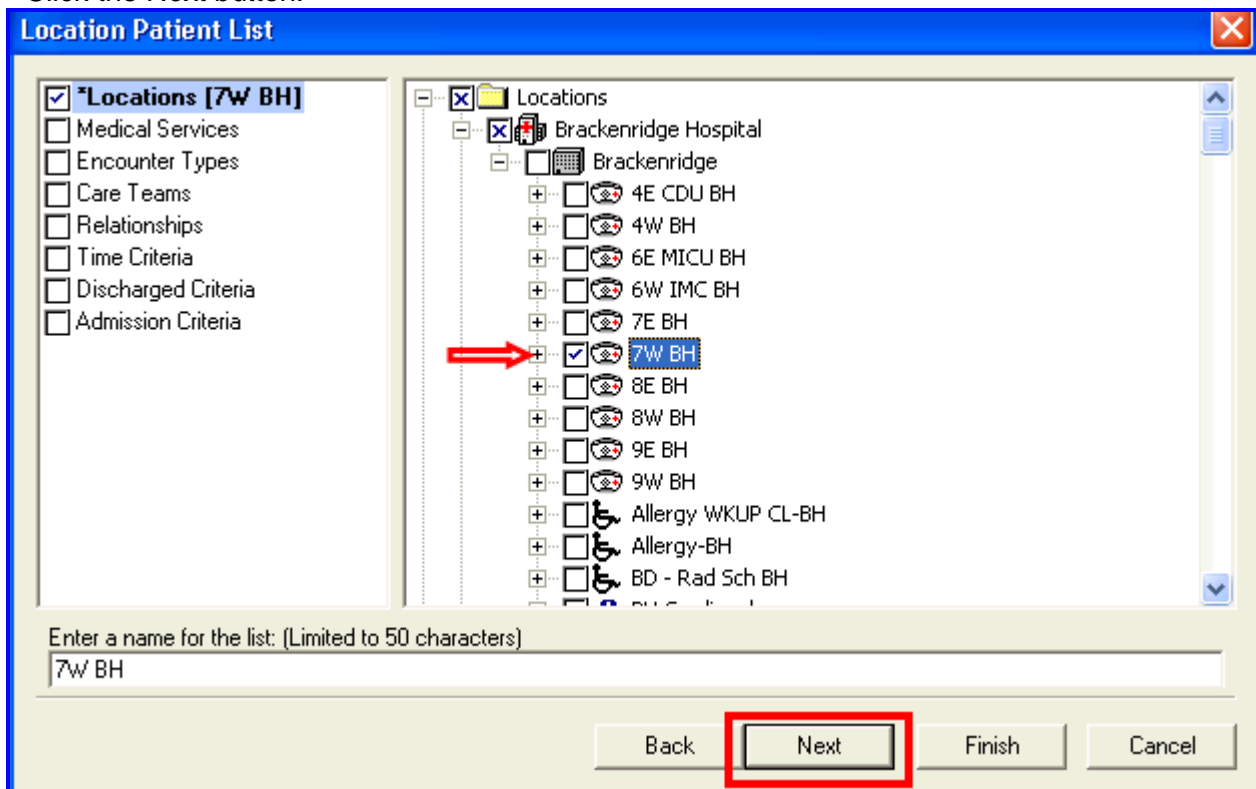


Step 5: Double click on the desired Location to view the nurse units or click the + sign to open a folder. In the example below, Brackenridge Hospital is highlighted.

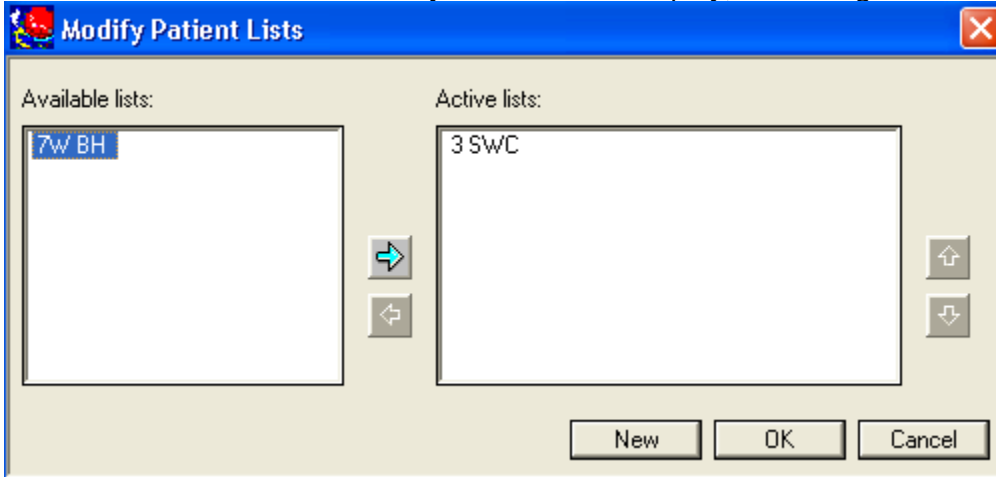


Step 6: The facility opens with the available nurse unit locations. In the example below, 7W BH is selected. To multi select more than one nurse unit, hold the Ctrl Key down as you click the nurse units to display on one patient list.

Click the *Next* button.



Step 7: The list created now displays in the Available lists. Move the new list to the Active lists box to allow your new list to display, click the *green arrow*.



Step 8: The Active list now displays the new list created for the location 7W BH, click the OK button.



Step 9: The Location list for 7W BH now displays. The data has been scrubbed for security and privacy.

Room	Bed	NFP	Name	MRN	Age	Sex	FIN	Length of Stay	Admitted	Attending Physician	Visit Re
701	A		MICHELLE DORIS...	1071898	74 years	Female	311071155	2.5 Days	08/16/10 5:11 CDT	Miller, Lybeth C MD	ANASARCA; END STAGE RENAL
702	A		DAVID L. MARTIN...	115911	57 years	Female	311071155	2.9 Days	08/15/10 17:43 CDT	Miller, Lybeth C MD	BACTEREMIA; URINARY TRACT I
704	A		ESSENCE M. FRANK...	1001256	61 years	Female	3519 925 2	0.9 Days	08/17/10 17:30 CDT	Org, Stacy E MD	LEFT KIDNEY TUMOR
707	A		...	3 877 19	55 years	Male	311071157	1.7 Days	08/16/10 23:00 CDT	Alberda, Kelly J MD	HYPOVOLEMIA; ACUTE RENAL F
709	A		...	117 13	53 years	Female	311071178	3.2 Days	08/15/10 11:45 CDT	Corak, Jadranko MD	PANCREATITIS; DIABETES ME S.
710	A		...	3151 18	49 years	Male	1113211075	4.9 Days	08/13/10 17:30 CDT	Pandian, Balakumar MD	LUNG LESION, MELENA
712	A		...	129 287	32 years	Female	311071107	1.1 Days	08/17/10 14:25 CDT	Alberda, Kelly J MD	CHEST PAIN, ACUTE RENAL FAI
714	A	★	...	178 74	60 years	Male	311071171	0.9 Days	08/17/10 17:38 CDT	Ghausi, Arshad MD	SEIZURE/ALCOHOL INTOXICATIO
716	A		...	612 13	55 years	Male	5215 215 13	1.3 Days	08/17/10 9:22 CDT	Hernandez, Mark S MD	DISCITIS