



COMPASS Update

ATTN: PHYSICIANS COMPASS Improvements Made in Oct.

Improvements to Patients Lists now allow physicians to associate more than one Location, Location Group, or Provider Group on a single list. Travel between certain floors at a facility and want one list to capture just those patients? Use the enhanced **Location** list (see instruction on this page). Need to see all patients within a department at one facility—for example, all DCMC Inpatients or all Women's Health at SMCW? The new **Location Group** List will work for you. (see page 2). Work for a large practice with multiple offices? Use the improved **Provider Group** list to view patients from your entire practice. (see page 3).



Creating a Location List

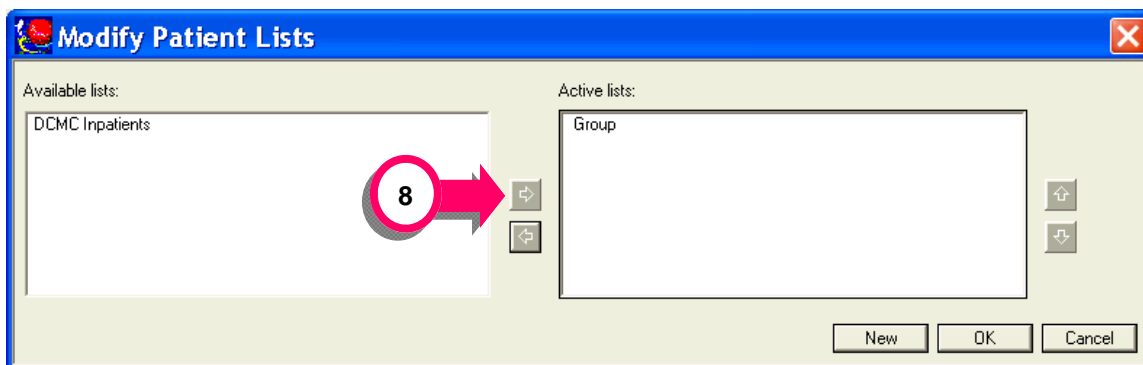
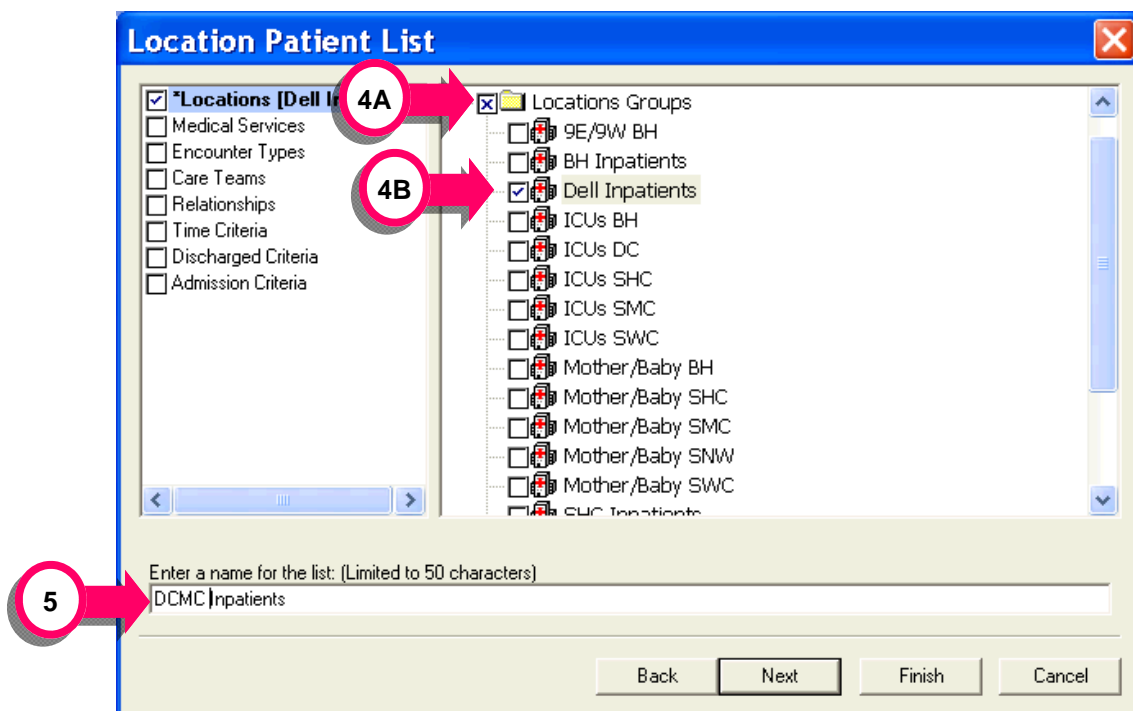
1. From the Patient List (Organizer) tab, click the **List Maintenance** icon.
2. Click **New**.
3. The *Modify Patient List Type* Window will open. Select **Location**. Click **Next**.
4. The *Location Patient List Type* window will open (see illustration below.)
 - a. Locate the Location folder on the right-side of the window
 - b. Scroll down until the proper facility is located. Click the Plus sign to the right of the facility name.
 - c. Place a check mark in front of each unit you want to appear on your list. In this example, all 2nd Floor units and the 4th Floor NICU are selected.
5. Name your new list
6. Click **Finish**. The *Location Patient List Type* window will close.
7. The *Modify Patient List Type* window is still open. Click you new list's name.
8. Click the **Add** arrow to move your list to the *Active List* column.
9. Click **OK**.

The screenshot shows two overlapping windows from the COMPASS software. The larger window in the background is titled "Location Patient List" and contains a tree view of hospital locations. On the left, there are several filter checkboxes, with "Locations [2Central]" checked. In the tree view, "Locations" is expanded, and under "Dell Children's Medical Center of Central Texas", the following units are checked: "2Central ICU DC", "2North IMC DC", "3 CDU DC", "3Central MSR DC", "3North SUR DC", and "4 NICU DC". A red circle with the number "4A" points to the "Locations" folder, and another red circle with "4B" points to the "Dell Children's" folder. Below the tree view is a text field labeled "Enter a name for the list: (Limited to 50 characters)" containing the text "DCMC Critical Care". A red circle with the number "5" points to this text field. At the bottom of the window are buttons for "Back", "Next", "Finish", and "Cancel".



The smaller window in the foreground is titled "Modify Patient Lists" and has two columns: "Available lists:" and "Active lists:". The "Available lists:" column contains "DCMC Critical Care". A red circle with the number "8" points to the right-pointing arrow between the two columns. The "Active lists:" column contains a text box with the word "Group". At the bottom of this window are buttons for "New", "OK", and "Cancel".

Creating a Location Group List



1. From the Patient List (Organizer) tab, click the **List Maintenance** icon. 
2. Click **New**.
3. The *Modify Patient List Type* Window will open. Select **Location**. Click **Next**.
4. The *Location Patient List Type* window will open (see illustration below.)
 - a. Locate the **Location Groups** folder on the right-side of the window. Click the Plus sign to the right of this folder.
 - b. The list of Departments appears. Place a check mark in front of the department(s) you would like on your list. In this example, all DCMC Inpatients are selected.
5. Name your new list
6. Click **Finish**. The *Location Patient List Type* window will close.
7. Select the list in the *Available Lists* window.
8. Click the **Add** arrow to move the list to the *Active List* window. 
9. Click **OK**.



Creating a Provider Group List

1. From the Patient List (Organizer) tab, click the **List Maintenance** icon. 
2. Click **New**.
3. The *Modify Patient List Type* Window will open. Select **provider Group**. Click **Next**.
4. The *Provider Group Patient List Type* window will open. Scroll through the list and place check marks in front of each group office you would like to appear on your list.
5. Name your new list
6. Click **Finish**. The *Location Patient List Type* window will close.
7. Select the list in the *Available Lists* window.
8. Click the **Add** arrow to move the list to the *Active List* window. 
9. Click **OK**.

Creating a Custom List

1. From the Patient List (Organizer) tab, click the **List Maintenance** icon. 
2. Click **New**.
3. The *Modify Patient List Type* Window will open. Select **Custom**. Click **Next**.
4. Name your custom list.
5. Click **Finish**. The *Patient List Type* window will close.
6. Select the list in the *Available Lists* window.
7. Click the **Add** arrow to move the list to the *Active List* window. 
8. Click **OK**.