Northern Light Health

From the Office of Clinical Informatics

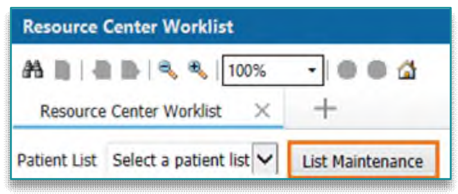
Cerner Millennium Resource Center Worklist

May 31, 2023

The Resource Center Worklist reduces the need for Resource Center Staff to toggle between multiple worklists. Key patient information is consolidated into one worklist, improving efficiency.

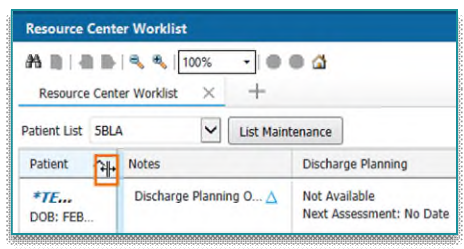
First Time Set Up

When accessing the **Resource Center Worklist** for the first time, resource center staff will select **List Maintenance** to select a patient list to display in the worklist.



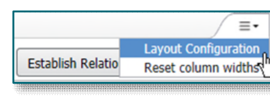
- Using the **Patient List** dropdown, select the desired list from previously established patients lists.
  - To add a new patient list or remove an existing list, select **List Maintenance**.

Configuring the Columns



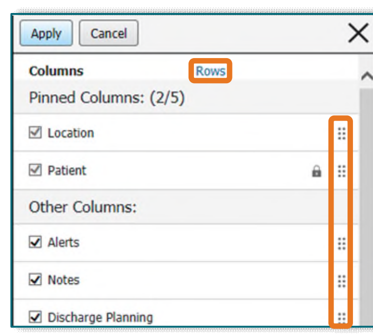
STEP 1: To adjust column width, hover between columns to display the column editor. Click and drag column to desired size.

- To reset column widths, select **Reset column widths** in the page menu on the top right of the worklist.



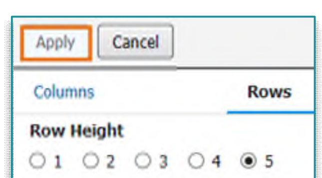
STEP 2: Users can modify the column order and remove columns. Navigate to the page menu and select **Layout Configuration**.

- Click the six dots to the right of the column name and drag to the desired location.
- Uncheck the box to the left of the column to remove the column from view. Columns can always be added back into view at any time.
  - The **Patient** column is locked in place and cannot be removed.



STEP 3: Select **Rows** to change the Row Height on the worklist.

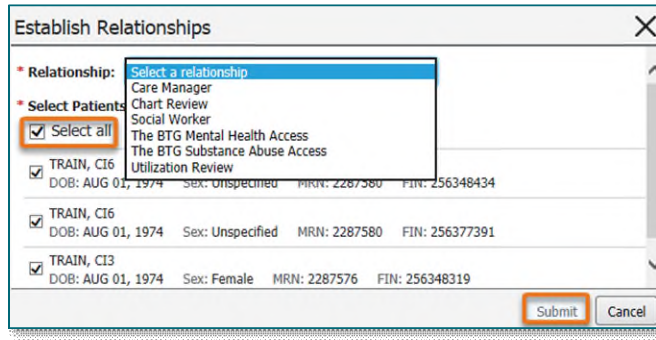
- Once desired height is selected, select **Apply** to display changes.



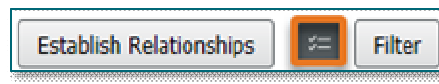
NOTE: **A maximum of five comments will display face up on the worklist depending on row height selection.**

Establishing Relationships with Patients

- Select the **Establish Relationships** button.
- Select the appropriate relationship from the dropdown menu.
- Use the **Select All** button to establish a relationship with all the patients on the list.
- Click **Submit**. Patient data now displays in the **Resource Center Worklist**.

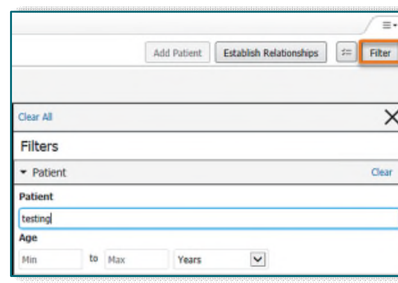


Select Rows Button



- To display the row selection toolbar, click the **Select Rows** button. Select patients to be added to a different patient list or remove them from view the list in view.

Filter Button

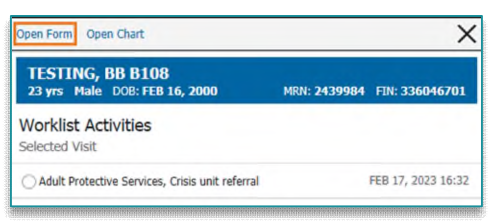


Select the **Filter** button to search for a patient on the list. The list will filter as letters are entered into the search field.

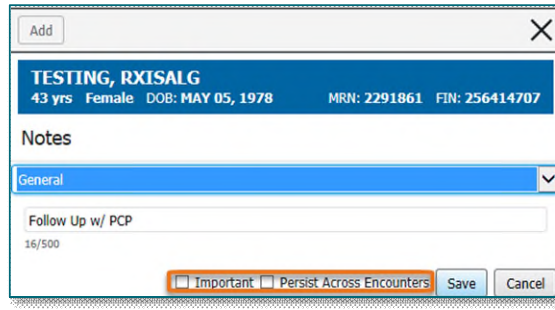
Worklist Columns

Select a column to populate the details pane to display more information.

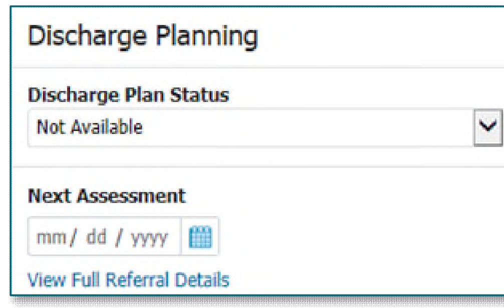
- **Patient**: Displays Name, Age, Sex, DOB, MRN, and FIN.
- **Comments**: free text information used by the resource center staff to communicate information to themselves or one another within the department.
    - **Edit** and **Delete** are available for personal comments.
    - **Delete** is available for other team member comments.
- **Worklist Activities**: This displays the worklist activities selected on the **Resource Center Consult Activity Form**.
    - The **Resource Center Consult Activity Form** is accessed from the details window by selecting the **Open Form** hyperlink.
    - All updates show in the details window with the date and time.



- **Notes**: Displays existing case management documentation: **Discharge Planning Initial and Ongoing Assessment** forms.



- **Discharge Planning**: Displays the following information:
    - Discharge plan status.
    - Date and time of the next assessment.
    - Most recent update from **naviHealth**.
    - Level of care details (additional referral information is displayed in the detail pane).
        - Select **View Full Referrals Details** to navigate to the **Discharge Planning** MPage.



- **Care Team**: Displays care team members associated with the patient.
    - To display the **Care Managers**, select **Display Physician** face up on the worklist.

- **Consult Orders**: Displays **Inp Resource Center Consult** orders.
- **Forms**: **Resource Center Consult Activity Form** populates here.
    - Click **Create** to document in a new form.