Northern Light Health℠ | **Optum**

ECG Management increases the efficiency in which ECG tracings are imported into the medical record. Personalized worklists can be created within ECG Management to filter studies by selected criteria. This flyer outlines the steps to create a worklist within ECG Management.

Creating a Worklist

STEP 1:   From PowerChart/FirstNet, click the **Cardiovascular** button in the toolbar.
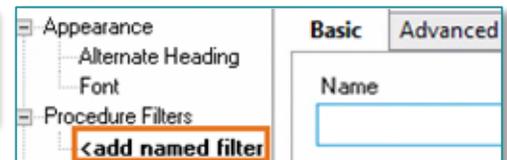
STEP 2:   Click the **Cardiovascular** tab in the top toolbar.
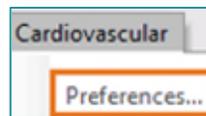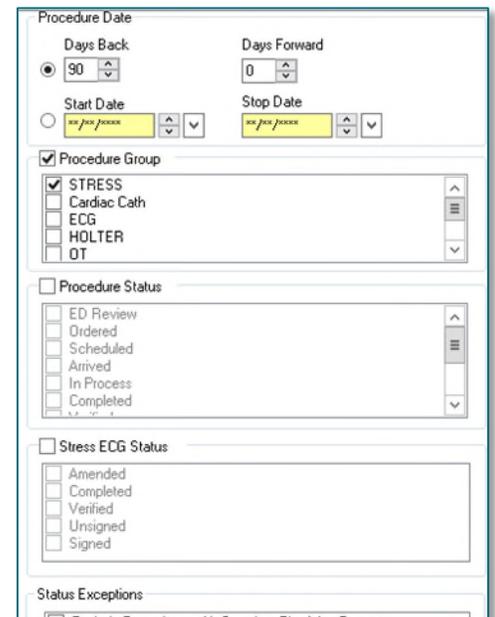
STEP 3:   Select **Preferences**.

STEP 4:   Click **<add named filter>**.

STEP 5:   **Basic** tab.

- **Name** field – free text worklist title.
- **Procedure Date** – select the Days Back, recommended 90 days.
- **Procedure Group** – click checkbox to select study type.
- **Procedure Status** – click checkbox to select desired status.
- **Age Filtering On** – click checkbox to select age group.
- Click **Apply**.

STEP 6:   Click the **Advanced** tab.

- Click checkbox to the left of desired location to select.
- Use the **plus (+)** button to expand the location to select specific areas.
- Click **Apply**.
- Click **OK**.
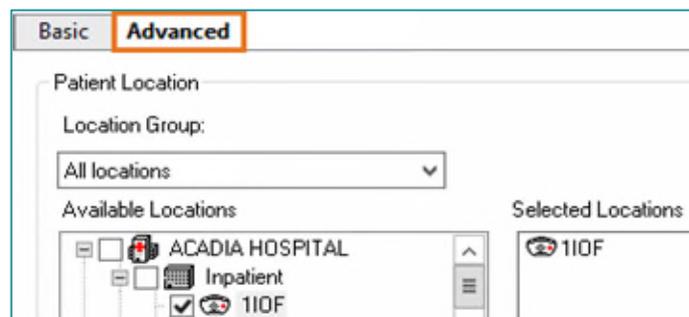
Worklist Procedure Status

The **Procedure Status** indicates what state the study is in. This can be viewed the in **Status** column of ECG Management.

Ordered: When the procedure has been ordered.

Scheduled: When the procedure has been scheduled a scheduled start and stop date and time will be set along with changing the status to "Scheduled".

Arrived: When the patient has been checked in and waiting, the status will move to "Arrived".

In Process: The procedure is currently being performed. When the procedure step goes to "In Process", the procedure status will go to "In Process".

Complete: The procedure was complete, but no documentation has been done. When the procedure step goes to "Complete", the procedure status will go to "Complete"

Signed: Final status. The procedure has been documented and signed by a privileged physician.

Cancelled: The procedure was not started and cancelled.

Discontinued: The procedure was started, then cancelled.

Type	Status	Priority
CV Exercise Stres...	Arrived	Routine
CV Exercise Stres...	Arrived	Routine
CV Exercise Stres...	Arrived	Routine
CV Exercise Stres...	Arrived	Routine

Customizing the Column Header

STEP 1:   Right-click the column header.

STEP 2:   Select **Field Chooser**.

STEP 3:   Add, remove, or resequence columns as needed.