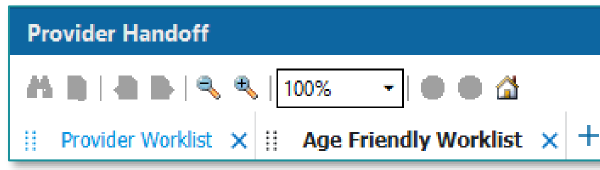
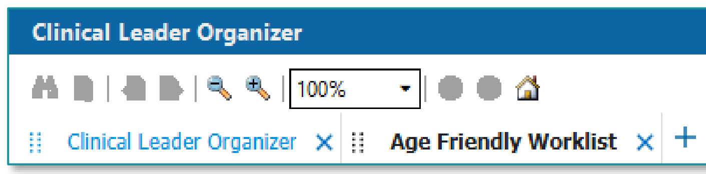
The Age Friendly Worklist provides quick and easy access to information required to promote positive patient outcomes during the delivery of care. This tool supports workflow in identifying potential risks for the aging patients. The information displayed on this worklist pull directly from Registration and nursing documentation.

Accessing the Age Friendly Worklist



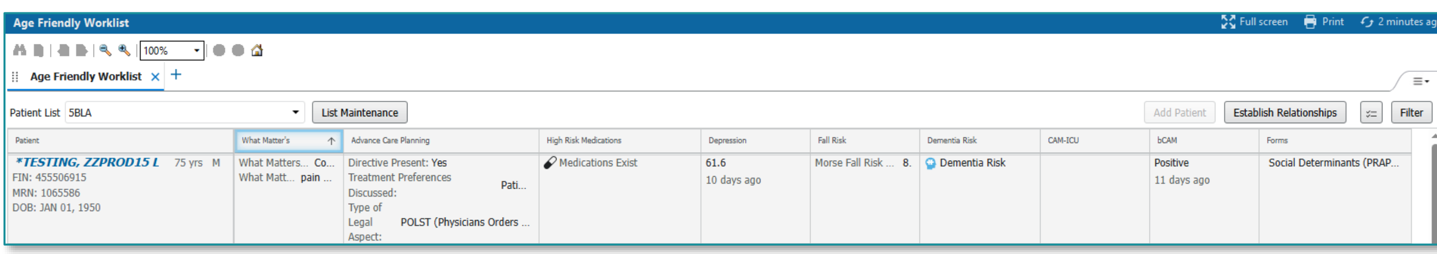
- **Providers**
  - Age Friendly Worklist has been added as an additional tab in the Provider Handoff.



- **Nursing**
  - Age Friendly Worklist has been added as an additional tab in the Clinical Leader Organizer.
- **Clinical Staff**
  - Age Friendly Worklist can also be accessed from the Toolbar.

Clinical Leader Organizer

- Provides a multi-patient overview of patients in the selected **Patient List.**

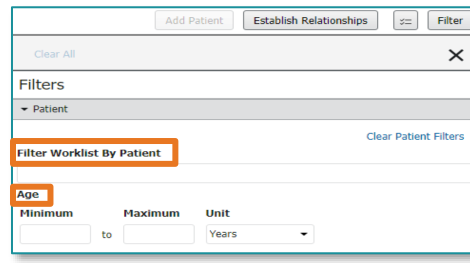


- **Patient List** dropdown is used to select the patient list to be used to populate the organizer.
- **List Maintenance** is a link to create a new list.
- Click the **Add Patient** button to open **Patient Search** to add a patient to the custom list.
  - **Add Patient** is only active when a custom list is being used.
- Click the **Establish Relationship** button to establish a relationship with a patient(s).
- The **Select Rows** icon functions differently based on the type of list being used.

  - **Location** based patient lists – click **Select Rows** icon.
    - **Add to List** and **Remove** buttons come into view.

- **Add to List** button becomes active once a patient is selected. Use this feature to add the patient to an existing custom list.

- **Custom** lists – click the **Select rows** icon.
  - **Add to List** and **Remove** buttons becomes active once a patient is selected.
  - **Add to List** and **Remove** buttons can be used to add the patient to a different custom list or remove a selected patient from the current custom list.

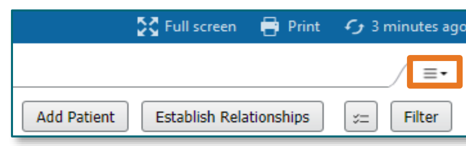


➢ **Filter Button**

- The **Clinical Leader Organizer** can be filtered by **Patient** and **Age Parameters.**

NOTE: **To display only patients 65 and older, it is recommended to filter the list to an Age Minimum of 65.**

Configuring the Organizer



STEP 1: Click the **Page Menu** icon on the upper right corner of the Age Friendly Worklist.

NOTE: **Select the Reset column widths to return the column widths to the default size.**

STEP 2: Select **Layout Configuration.**

- Columns defaults open.

STEP 3: To Rearrange the column order:

- Click a column name and drag it to the desired order for viewing.

STEP 4: Select **Rows** tab.

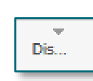
- Users can expand the row height using the radio buttons under **Row Height**. This allows users to expand the patient row to view more information.

NOTE: **It is recommended to select 5 rows to display to allow more information to display face up in the worklist.**

STEP 5: Once the desired customizations are made, click **Apply**.

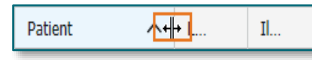
➢ Click the **column header** to filter a column.

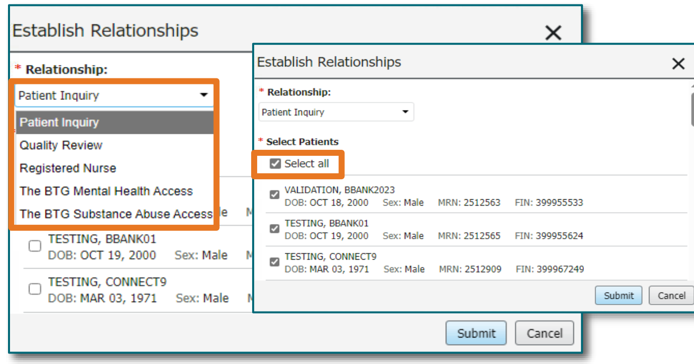
- Clicking the column header will bring all patients with data in that column to the top of the list.



- A filtered column will have an arrow in the column header.
- Only one column can filter at a time.

- To **change the width of a column**, hover between the column grid and left click and drag the column to the right.

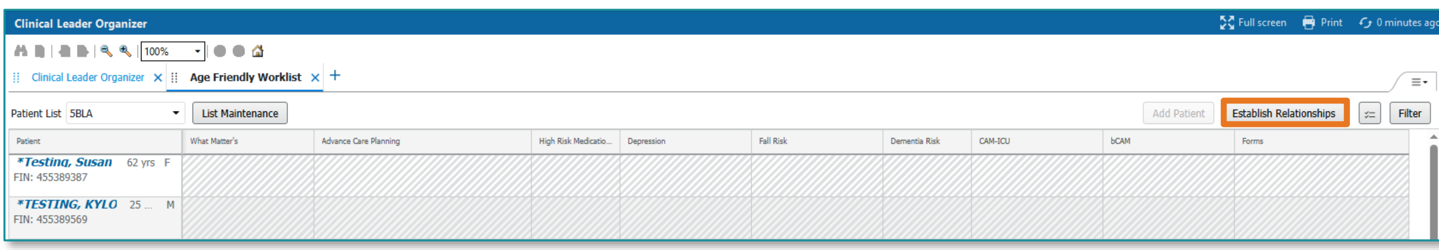




Establishing Relationships with Patients

- Click **Establish Relationships**.
- Select the appropriate relationship using the dropdown **Relationship** arrow.
- Use the **Select All** button to establish a relationship with all the patients on the list.
- Click **Submit**. Patient data displays in the Age Friendly Worklist.

NOTE: **Data will not be visible unless a relationship is established with the patient(s).**



Viewing Additional Column Details

- Hover over the column name to view the full column name.
- Click in a cell to open the reading pane on the right to get more details.