Dear ED Providers,

Here is information regarding the setting up of patient lists in PowerChart. (We use First Net for the ED but you need to log into PowerChart to set this up)
This process **must** be done in order to be able to see an active list of patients at your location in any of the Cerner Mobile Applications.
Below is an updated workflow on how to complete this process.
If you need at the elbow support, please reach out your local CI

Another note, when following the instructions on how to download the Cerner Mobile Apps
(Links for these instructions: Cerner Mobile for Android Cerner Mobile for Apple):
The first step is to download the Company Portal App on your mobile device. There are some issues with users downloading this app and it not letting them sign into it. If this happens, please alert your manager so that a ticket can be placed to resolve this issue for you

STEP 1: Select the **PowerChart** icon from the Cerner Storefront.

STEP 2: In the toolbar, select **Patient List**.

STEP 3: Locate and select the **List Maintenance Tool** icon.
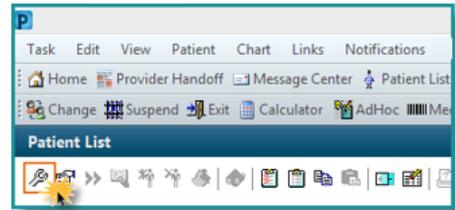
STEP 4: The **Modify Patient Lists** box will appear. Select the **New** button to make new patient list.
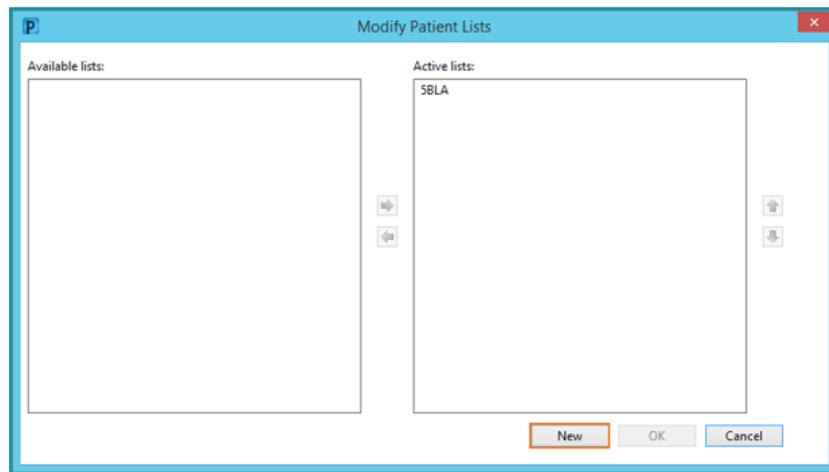
STEP 5: The **Patient List Type** dialogue box will open. Double click on **Location** from the list or click once then select **Next.**
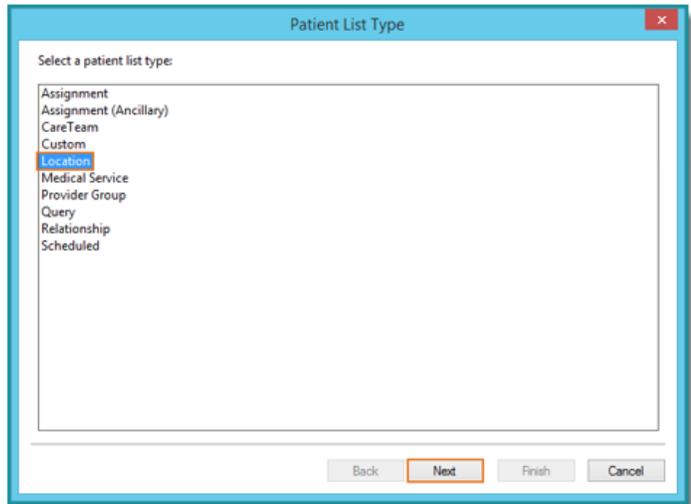
STEP 6: Double click on **Locations** folder in the right-hand panel of the **Location Patient List** dialogue box.
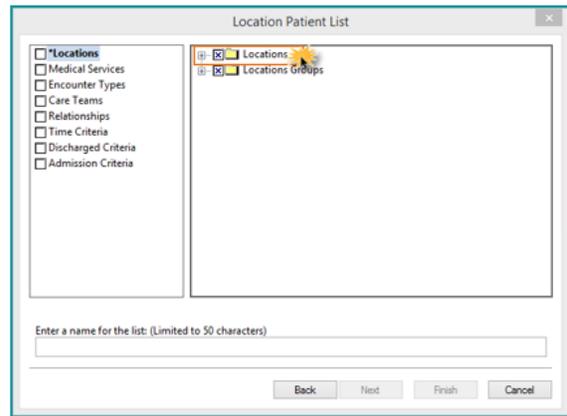
STEP 7: Scroll down to **NL Mercy Hospital** and click the box with the plus sign next to it then click the box with the plus sign next to **Outpatient.** Next click the box next to the department (please only select one location per patient list).

NOTE: If you are working at multiple locations, you will have to follow this workflow for each individual location to be able to see just the patients at the location you are working at that day.
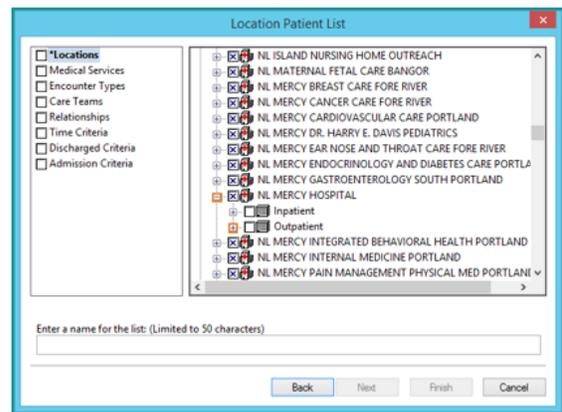
➢ <u>VERY IMPORTANT</u>: Click the + to open the departments next to Outpatient. DO NOT check the box next to Outpatient. This will result in all outpatient departments to be added your patient list.

STEP 8: Next, select the box next to **Discharged Criteria**, then select the radial button next to **Only display patients that have not been discharged**, then select **Finish**.
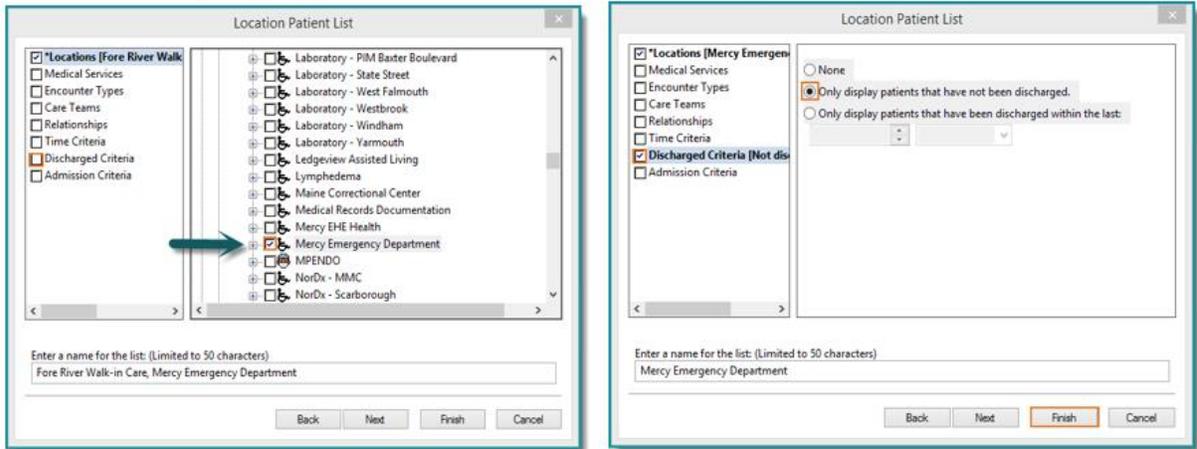
STEP 9: You will return to the **Modify Patient Lists** dialogue box. Select the newly made patient list that is located in the **Available Lists** on the left-hand side, then click the blue arrow in the middle of the dialogue box to move this new list to the **Active Lists** on the right-hand side of the screen.
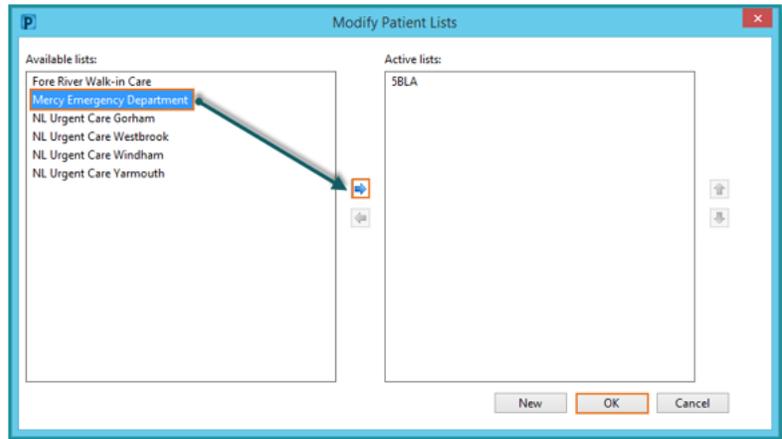
For providers that work in outpatient sites such as NL Fore River Walk-In Care, you will find this clinic in Locations → NL Mercy → Outpatient → Fore River Walk-In Care.
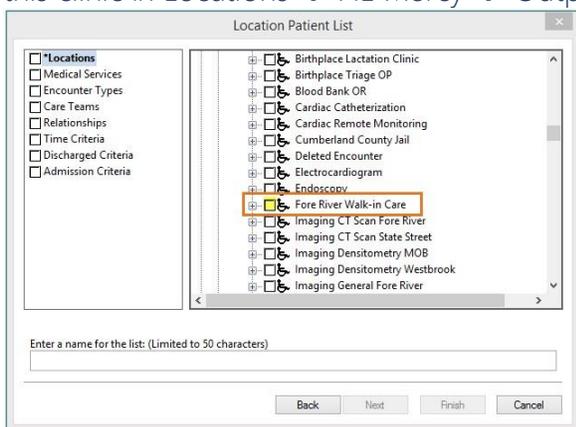
STEP 10: Repeat **Steps 4 through 9** to add the Fore River Walk-in Care if you work there as well then select **OK**.
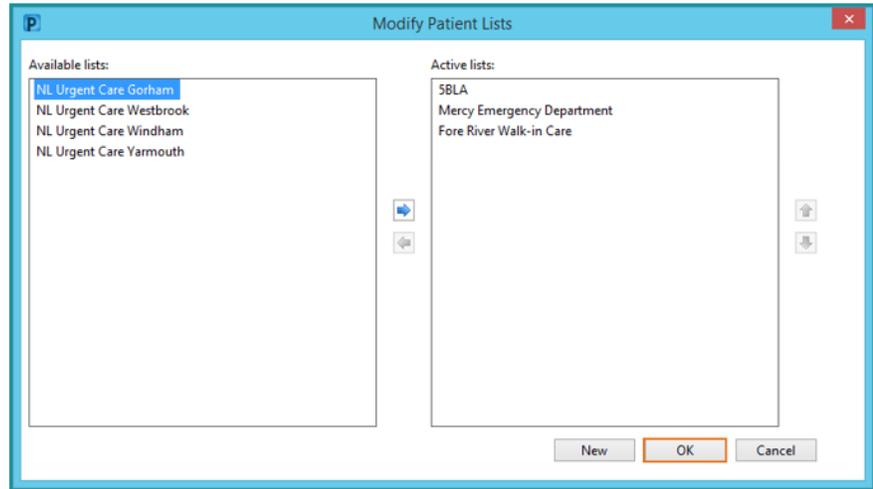
STEP 11: Exit PowerChart via the **Exit Door** button in the tool bar. The next time you sign into Cerner Mobile Applications, you will be able to select a patient list that matches the location you are working at for that day.