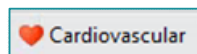


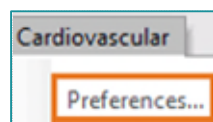
ECG Management increases the efficiency in which ECG tracings are imported into the medical record. Personalized worklists can be created within ECG Management to filter studies by selected criteria. This flyer outlines the steps to create a worklist within ECG Management.

## Creating a Worklist

**STEP 1:** From PowerChart/FirstNet, click the **Cardiovascular** button in the toolbar

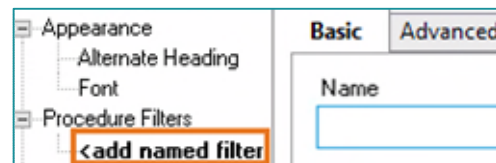


**STEP 2:** Click the **Cardiovascular** tab in the top toolbar.



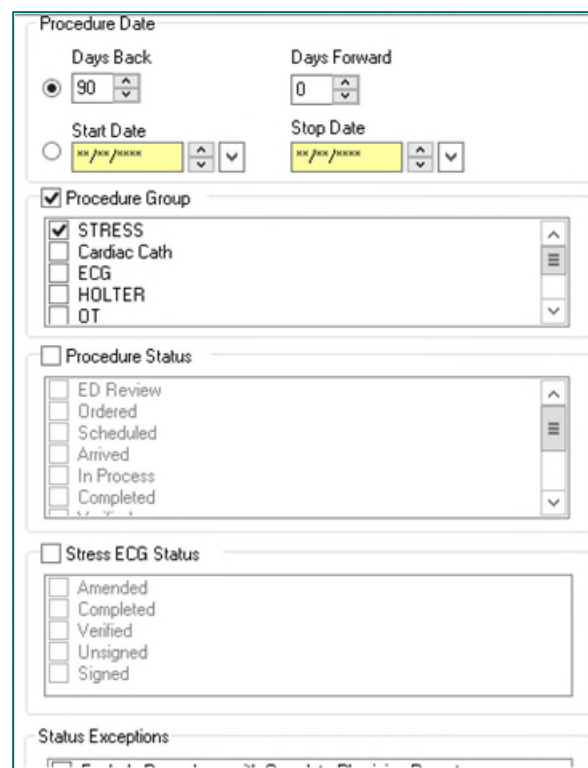
**STEP 3:** Select **Preferences**.

**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**.



Procedure Date

Days Back: 90 (selected), Days Forward: 0

Start Date: [calendar icon], Stop Date: [calendar icon]

Procedure Group

- STRESS
- Cardiac Cath
- ECG
- HOLTER
- OT

Procedure Status

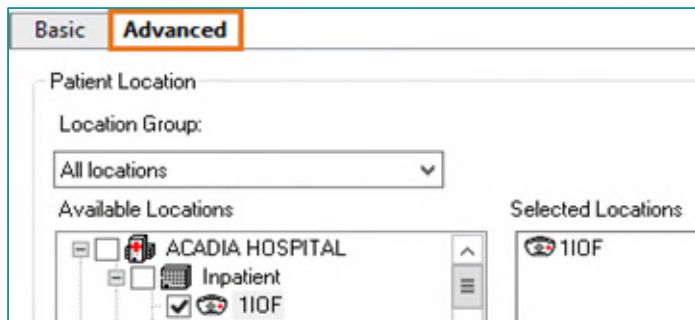
- ED Review
- Ordered
- Scheduled
- Arrived
- In Process
- Completed

Stress ECG Status

- Amended
- Completed
- Verified
- Unsigned
- Signed

Status Exceptions

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



Basic | **Advanced**

Patient Location

Location Group: All locations

Available Locations

- ACADIA HOSPITAL
  - Inpatient
  - 110F

Selected Locations

- 110F

- 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 in the **Status** column of ECG Management.

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

**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.

## Customizing the Column Header

**STEP 1:** Right-click the column header.

**STEP 2:** Select **Customize Current View**.

**STEP 3:** Select **Fields**. This will open the **Fields Chooser** and you will be able to add or remove columns.

