Northern Light Health

From the Office of Clinical Informatics

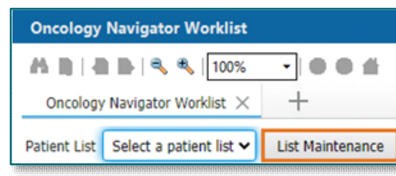
Cerner Millennium
Oncology Navigator Worklist

October 9, 2023

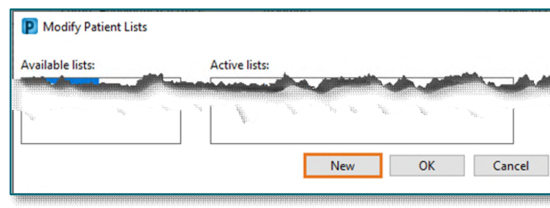
The Oncology Navigator Worklist allows nurse navigators to create a personal patient list that provides pertinent information face-up to assist with managing patients in navigation.

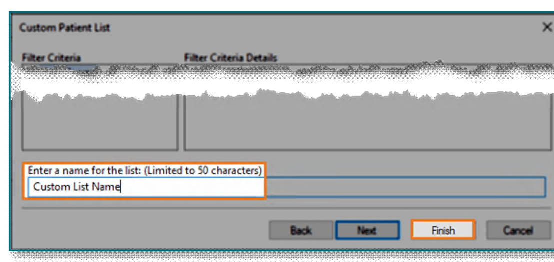
First Time Set Up

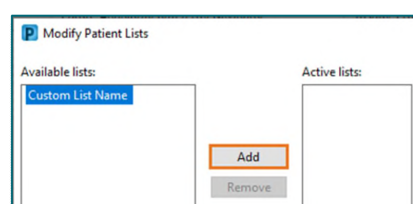
When accessing the **Oncology Navigator Worklist** for the first time, nurse navigators will select **List Maintenance** to select a patient list to display in the worklist.



- 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.**
- **Setting Up a Patient List**







<u>STEP 1</u>: Within **Modify Patient Lists** window, select **New** in the bottom right corner.

<u>STEP 2</u>: From the **Patient List Type** window, select **Custom.**

<u>STEP 3</u>: Select **Next.**

<u>STEP 4</u>: The **Patient List** window appears for the list type selected.

<u>STEP 5</u>: Type in the name of the custom list in the field at the bottom of the window.

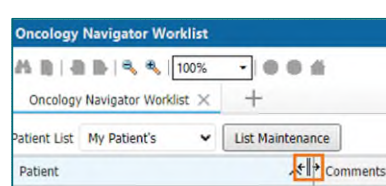
<u>STEP 6</u>: Select **Finish.**

<u>STEP 7</u>: The **Modify Patient Lists** window appears. Select the applicable list within the available list section.

<u>STEP 8</u>: Click **Add** to move the patient list to **Active Lists** to be available on view.

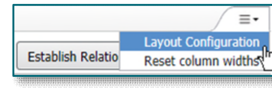
<u>STEP 9</u>: Select **OK.**

Configuring the Columns



<u>STEP 1</u>: 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 in the top right of the worklist.

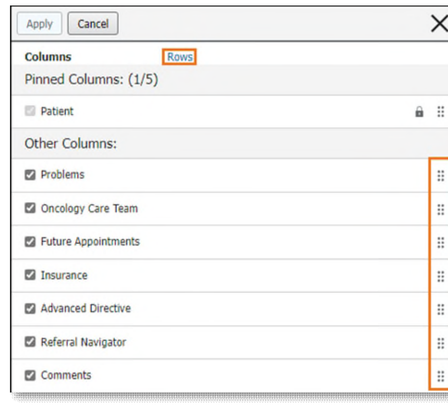


STEP 2: Users can modify the column order and remove columns. Navigate to the Page Menu and select **Layout Configuration**.

- 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 in to view at any time.

NOTE: The Patient column is set in place and cannot be removed.

- Once desired layout is completed, select **Apply** to display changes.



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

Add a Patient

STEP 1: To add a patient to **a** custom list, select the **Add Patient** button.

STEP 2: Search for the patient **by** name and/or MRN and select a recent encounter.

STEP 3: Click OK.

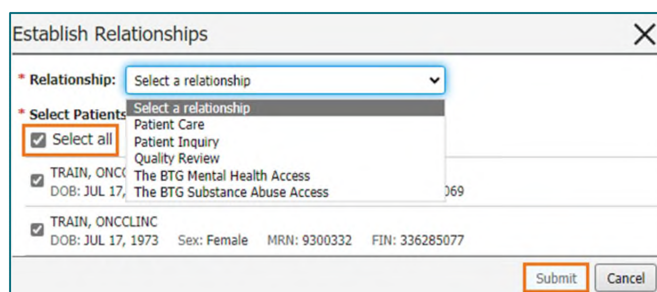
Establishing Relationships with Patients

STEP 1: Select the **Establish Relationships** button.

STEP 2: Select the appropriate relationship from the dropdown menu.

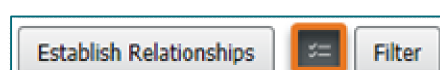
- Use the **Select All** button to establish a relationship with all the patients on the list.

STEP 3: Click **Submit**. Patient data will now display in the Oncology Navigator Worklist.

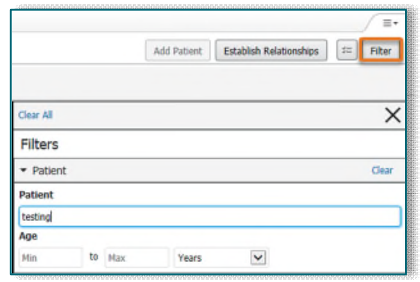


Select Rows Button

➢ 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 the list in view.



Filter Button

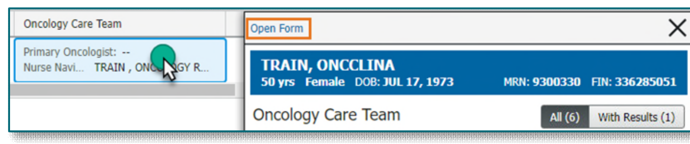


Select the **Filter** button to search for a patient on the list. The list will filter as letters are entered into the search field.

Worklist Columns

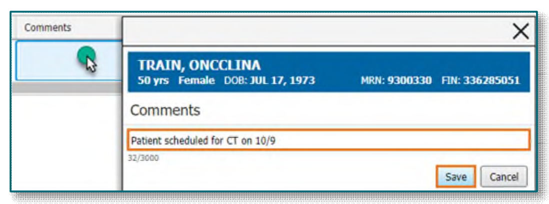
Select a column to populate the details pane to display more information.

- **Patient**: Displays Name, Age, Sex, DOB, MRN, and FIN.
- **Problems:** Displays problems from the Problem List.
- **Oncology Care Team:** Displays the list of Care Team members documented in the Treatment Team section of the Cancer Care Navigation Form.



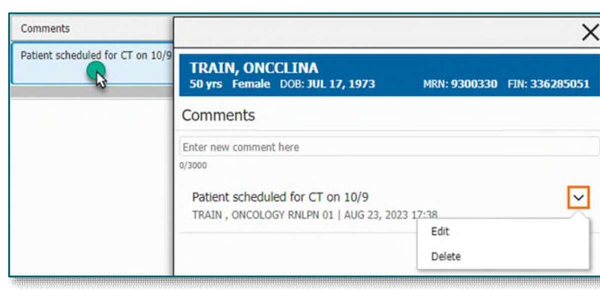
    - To quickly access the Cancer Care Navigation Form, click the cell in the Oncology Care Team column for the patient.
- **Future Appointments:** Displays future appointments.
- **Insurance:** Displays patient's insurance information.
- **Advanced Directive:** Displays documentation from the Advanced Directive section from PowerForms.
- **Referral Navigator:** When a Referral Navigator order is placed, it will display here.
- **Comments:** This column is used to view, add, and modify comments.

Add Comments



- To add a comment, click the cell in the **Comments** column for the patient.
- Enter text in the free-text box and click **Save**.

Edit/Delete Comments



- To view, edit, or delete comments, click the cell in the **Comments** column for the patient.
- Click the drop-down arrow and select:
    - **Edit** to edit the note.
    - **Delete** to delete the note.