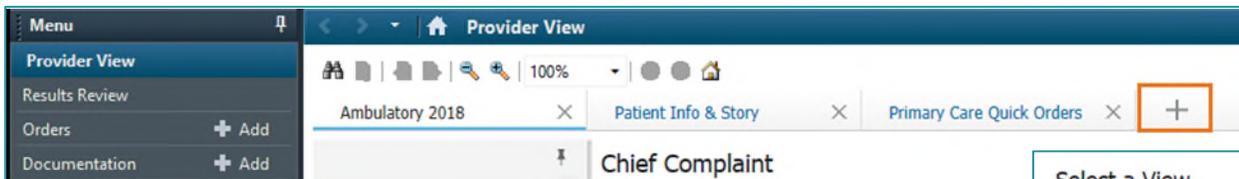**This is a flyer for quick tips for Ambulatory Providers being cross-trained onto the Hospital acute care floors to assist with COVID-19.**
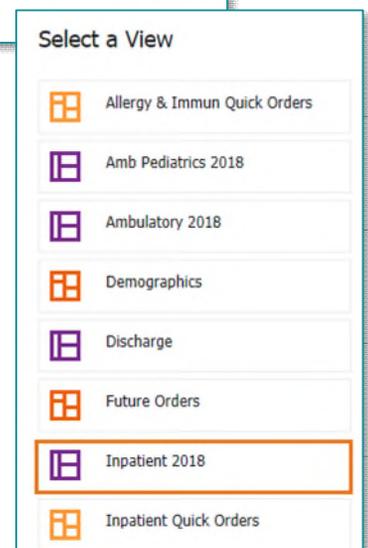
Adding and Removing MPages

From Provider View select the ⊞ To open the **New View** MPage.
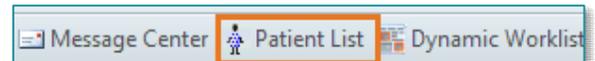
- Select the MPage to add.

- The MPage will now be added to the Provider View.

- To Remove an MPage, Select the ⊠ next to the name of the MPage.

NOTE: **If you are cross trained as a hospitalist, the three MPages that included in the preferred workflow are: Inpatient 2018, Inpatient Quick Orders, and Discharge.**
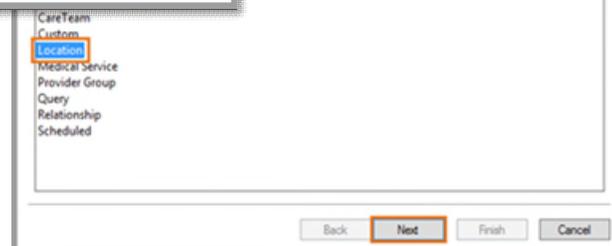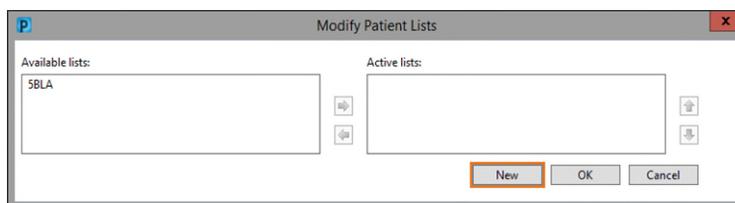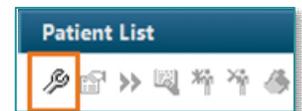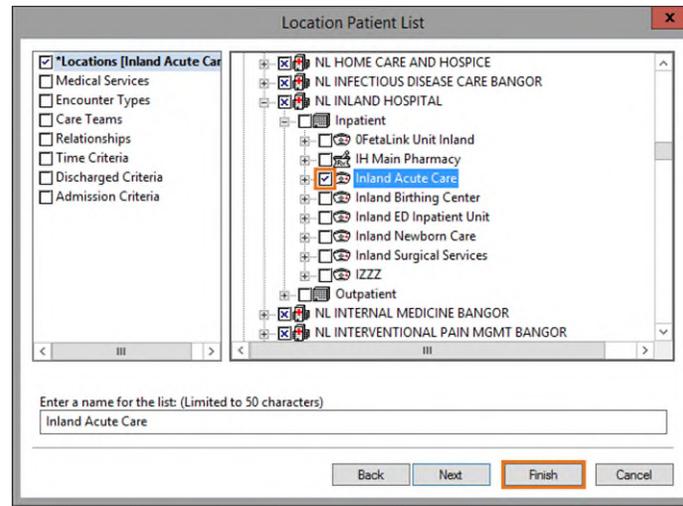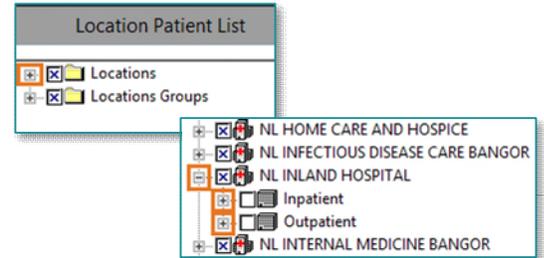
Adding Location Based Patient Lists

➢ Navigate to Patient list by left clicking on the Patient List button in the tool bar.

- Left-click List Maintenance button (wrench) in the upper left of the Patient List Section

- Select New, then select **Location** and **Next**.

- Find the floor that is associated with the location by left-clicking on the ⊞ to expand the location field.

  - This action will be done again after finding which Member Organization is associated with the location needed and again either for **Inpatient** or **Outpatient** lists.

- Left-click on the check box to select the location desired and left-click **Finish.**

NOTE: You can rename the list by typing in the text box at the bottom of the window (see image below).

- Next, left-click to highlight the newly added location under **Available Lists** and left click on the **blue arrow** to bring list under the **Active Lists** section. Then Select **OK** to finalize.