

April 13, 2020

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

Menu	Д	🔹 🔹 🔹 者 🕈 Provider View					
Provide Results R	r View	🗚 🗎   🖶 🖿   🔍 🔩   100%					
Orders	+ Add	Ambulatory 2018 ×	Patient Info & Story	×	Primary Care Qu	ick Orders	× +
Docume	ntation 🕂 Add	Ŧ	Chief Complaint			Selec	t a View
From Provider View select the $\pm$ To open the <b>New View</b> MPage.						69	Allergy & Immun Quick Orders
•	<ul><li>Select the MPage to add.</li><li>The MPage will now be added to the Provider View.</li></ul>						Amb Pediatrics 2018
•							Ambulatory 2018
•	<ul> <li>To Remove an MPage, Select the interview next to the name of the MPage.</li> </ul>					8	Demographics
NOTE						Ш	Discharge
<u>NOTE</u> : I	ncluded in the preferred workflow are: Inpatient 2018, Inpatient				Ē	Future Orders	
(	Quick Orders, and Discharge.						Inpatient 2018
						8	Inpatient Quick Orders
Adding	Location Bas	ed Patient Lists					
Navi List l	gate to Patient l button in the too	ist by left clicking on ol bar.	the Patient		lessage Center	Å Patier	nt List 🎬 Dynamic Worklis
	<ul> <li>Left-click List</li> </ul>	Maintenance button (	(wrench) in the				Destions 1 int
	upper left of the Patient List Section						
	<ul> <li>Select New, th</li> </ul>	nen select <b>Location</b> and	d Next.				//2 Er >> ዛሬ ጥ ጥ ‹ን
	P	Modify Patient Lists		×			
	Available lists: SBLA	Active lists:	ev OK Cancel		Patient List Type	-	×
			CareTeam Custom Medical Service Provider Group Query Relationship Scheduled		Back New	Frish	Cancel

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- 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**.



## <u>NOTE</u>: 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.

P	Modify Patient Lists	
Available lists: 58LA Inland Acute Care	Active lists:	
	Inland Acute Care	

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.