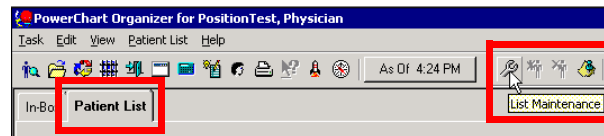


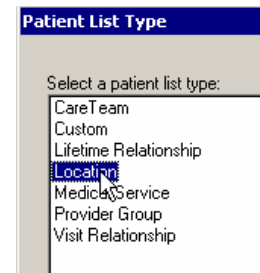
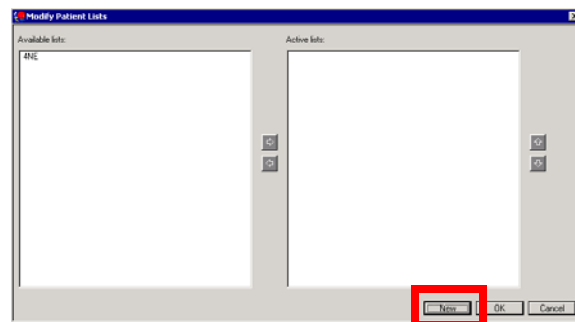
Create a Location List

- Patients are added and removed when admitted or discharged from a location.
- You can not add or delete patients from a location list. This is done automatically by the registration system.
- Location lists do not work well for outpatient clinics.

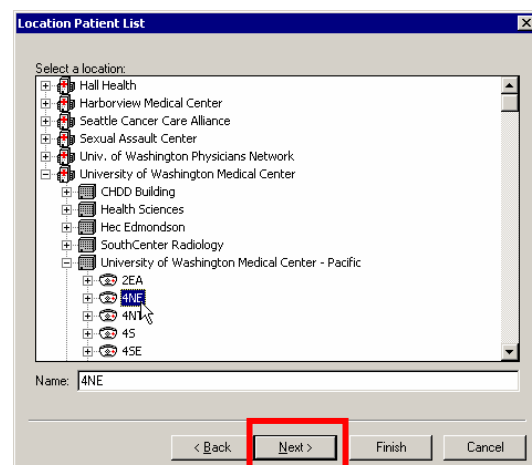
1. Click the **Patient List** tab from your PowerChart Organizer.
2. Click **List Maintenance** icon (wrench).
3. Click **New** button at the bottom of the Modify List pane.



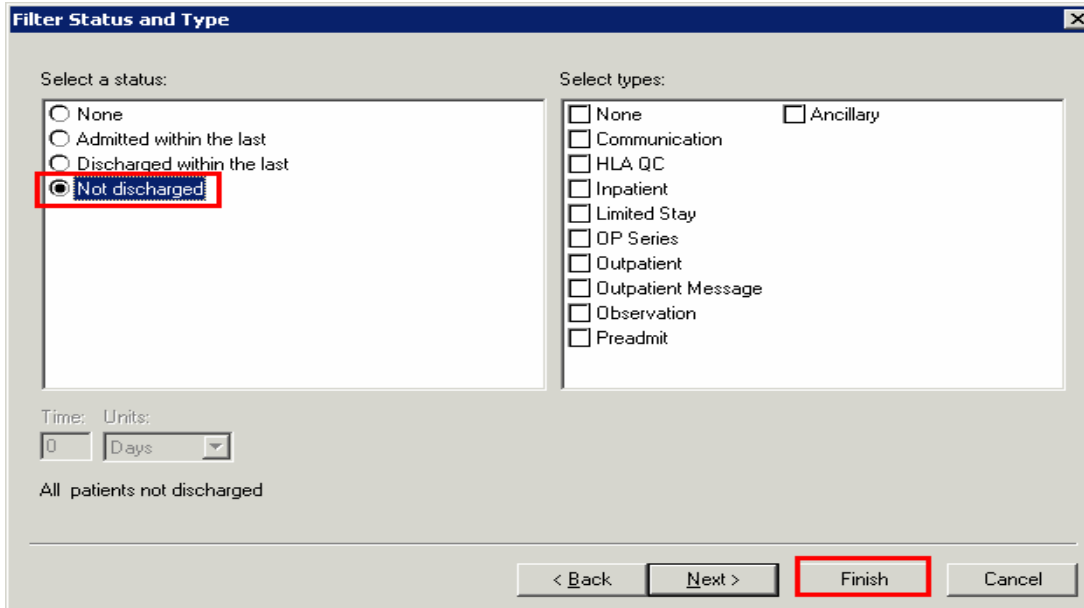
4. Choose **Location**.
5. Click **Next**.



6. Select **Location** – double click on *Harborview Medical Center* or *University of Washington Medical Center*.
7. Select **building** for inpatients – double click on *Harborview Medical Center – Main* or *University of Washington Medical Center – Pacific*.
8. Single click on **unit**.
9. Click **Next**.



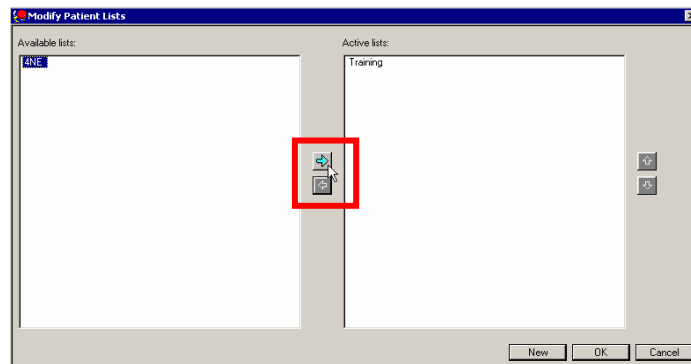
10. Select **Not discharged** to only see currently admitted patients. Other filters can be added to only view certain patients e.g. Inpatient, Limited Stay, and Observation. To view all patients, including Pre-admits, make no further selections.



11. Click **Finish**. The original screen will display.

Note: *If the patients are not appearing correctly on the patient list, the filter may be too restrictive.*

12. Click on the **list** you have created on the left side of the screen in the *Available lists* window.



13. Click the **right arrow** (aqua colored) icon to move list to the *Active lists* window.

14. Click **OK**.

15. Location list will display under the **Patient List** tab.

The screenshot shows a window titled "Patient List" with a tab labeled "4NE". Below the tab, it says "All patients not discharged". There is a table with the following data:

MRN	Name	Room	Bed
H613613	Test, HMC	4202-	01
H1234567	TEST, PATIENT	4204-	01

Note: *See **Create Medical Service List** document to create a list for inpatients in a particular service.*