

Create a Service List

- Creating a service list gives you an up to date patient list for your service. Patients are added when admitted to service.

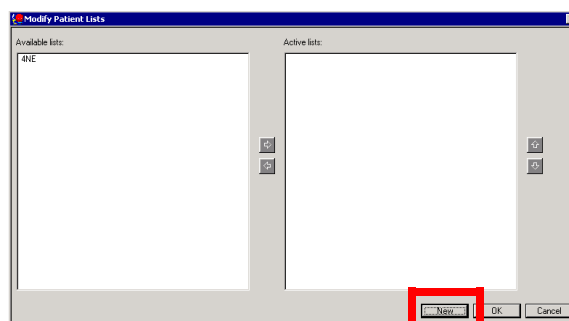
Note: You can not add or delete patients to a service list. This is automatically done by the registration system.

1. Click the **Patient List** tab from PowerChart Organizer.

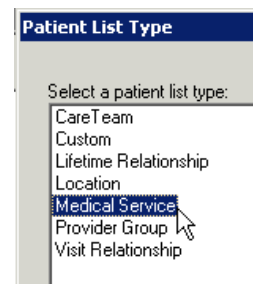


2. Click **List Maintenance** icon (wrench).

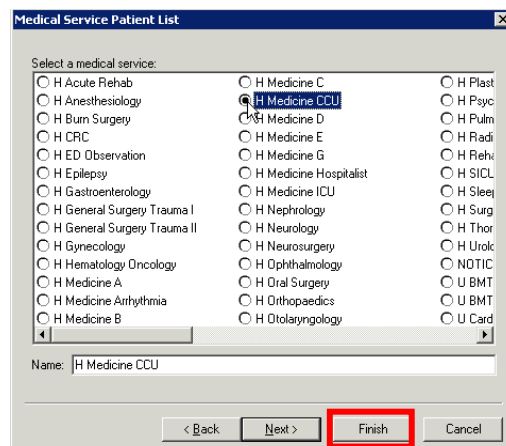
3. Click **New** button at the bottom of the Modify Patient Lists window.



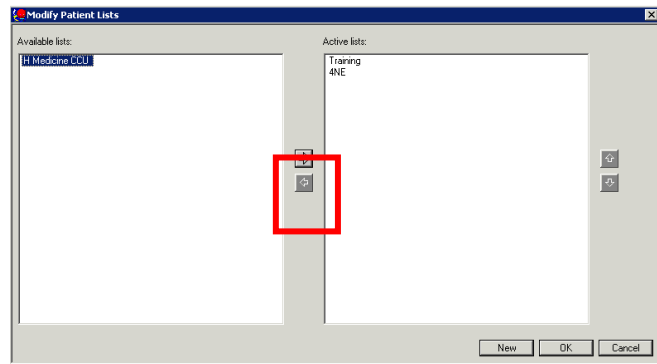
4. Choose **Medical Service**, click **Next**,



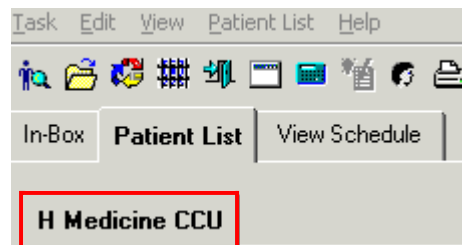
5. Select radio button for service
6. Click **Finish**.



7. Click on **list** you have created on the left side of the window in *Available lists* pane.
8. Click **right arrow** (aqua colored) to move list to *Active lists* pane.
9. Click **OK**.



- Service list will display under the **Patient List**



Remove Patient List

1. Open Patient List to tab that will be removed
2. Click **List Maintenance** icon (wrench) – to right of the [As of] button.
3. Click on list in right pane to be deleted.
4. Click left arrow to move list to Available list pane.
5. Right click on list - click **Delete Patient List**.