To Add a Patient to your list:

- Perform a patient search
- Click in the box under the “P” column for the appropriate patient and encounter, this will place a push pin icon in front of the patient and designates it a “personal” patient

- If you are not associated to the patient, the security bypass screen will appear. Click the drop down arrow and select the appropriate reason for viewing patient, then click the “OK” button to proceed.
- Click the “Clear Search” button to return to your default census (remember, you should select either the “My Patients and Personal” or “Group Patients and Personal” for your default census). Group excludes your patients.

- The patient you just added should now appear on your census list.

NOTE: If you manually add a patient, the system will not automatically delete the patient when discharged. You must click the push pin icon to remove it.

PLEASE CALL THE DR’S HELPDESK HOTLINE AT 248-338-5700 FOR ADDITIONAL ASSISTANCE