

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

Encounters																		
<input type="button" value="build worklist"/> <input type="button" value="add to worklist"/> <input type="button" value="clear worklist"/> <input type="button" value="print rounding"/> <input type="button" value="print facesheet"/>																		
✓	P	R	V	A	Patient Name	AT	Nursing Station	Room/Bed	Complaint	Admit Date	Discharge Date	Status	DOB	Age	S	Visit ID	MRN	I
<input type="checkbox"/>	<input checked="" type="checkbox"/>				INTEGRATED MED ANGELO	PL	10SE MED/SUR	1010-01	chest pain	04/04/2011 11:27	04/28/2011 18:33	Billed	11/19/1943	67Y	M	40000000007	130000007	Me
<input type="checkbox"/>	<input checked="" type="checkbox"/>				INTEGRATED MED ROSE	PL	2 CENTRAL NURSING STATION	0270-02	BACK PAIN lumbar fracture	04/03/2011 11:52		Admit	07/05/1949	61Y	F	40000000010	130000010	Me
<input type="checkbox"/>	<input checked="" type="checkbox"/>				INTEGRATED ORT PATRICIA	PL	5NW JOINT EXPRESS	0521-01	LEFT KNEE OSTEROARTRHITIS LEFT TOTAL KNEE ARTHROPLASTY	04/05/2011 16:06	04/27/2011 15:20	Billed	07/07/1952	58Y	F	40000000019	130000019	Su
<input type="checkbox"/>	<input checked="" type="checkbox"/>				INTEGRATED SUR MARTHA	PL	11SW ONCOLOGY	1119-02	STENOSIS RIGHT CAROTID ENDARTERECTOMY	04/05/2011 10:36	04/27/2011 14:54	Billed	02/19/1958	53Y	F	40000000026	130000026	Su

- 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.

Patient Selection <small>(save) (restore)</small>											
<input type="button" value="Search"/> <input type="button" value="Advanced"/> <input type="button" value="Relationships"/>											
Patients:		My Patients and Personal	Type:	Current	Last Name:		First Name:				
Facility:		MCLAREN REGIONAL MEDICAL C	N/S:	ALL	R/B:		ALL				
MRN:		Visit ID:		Bed Filter:		In Bed					
Svc. Codes:		ALL	DOB:		Pt. Type:		ALL				
<input type="button" value="search"/> <input type="button" value="clear search"/> <input type="checkbox"/> Multiselect											

- 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