

Status Board


Adding and Deleting Patients from My List

From the **Status Board**, add patients to your **My List** by a **Location** or **Name** search. At the end of your shift, remove the names from your **My List**.

My List	Locations	Find Patient	Acknowledge	Messages	Select Status Board	Remove From List	Print
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- Find and Add Using Location**
1. Click **Locations**.
 2. Click on the Unit.
Result: You are on the unit Status Board. You can sort by Room-Bed or by Patient Name.
 3. Click (place checkmark) in the blank box in front of each patient you want to add to **My List**.
 4. Click **Add to My List**.
 5. Click **My List**.
 6. The names appear on the **My List** Status Board.

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- Find and Add Using Patient Info**
1. Click **Find Patient**.
 2. Search for the patient by **Account Number**.
 - If unknown, enter the **Name** using the format lastname,firstname.
 3. Click **OK**.
 4. Click on the correct patient name.
 5. Click on the correct visit. (Admitted = green dot on bed.)
 6. Click **Add to My List**.
 7. Click **My List**.

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- Remove From My List**
1. From your **My List**, click (places checkmark) in the blank box in front of each patient you want to remove from **My List**.
 2. Click **Remove From List**.
 3. Click  to refresh the screen.