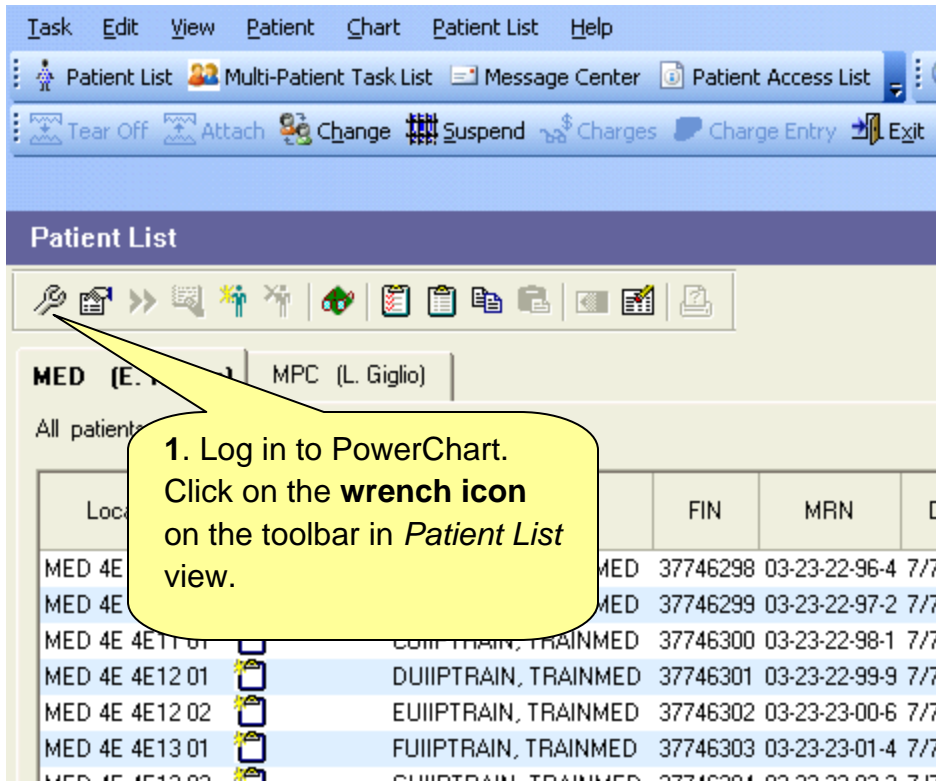


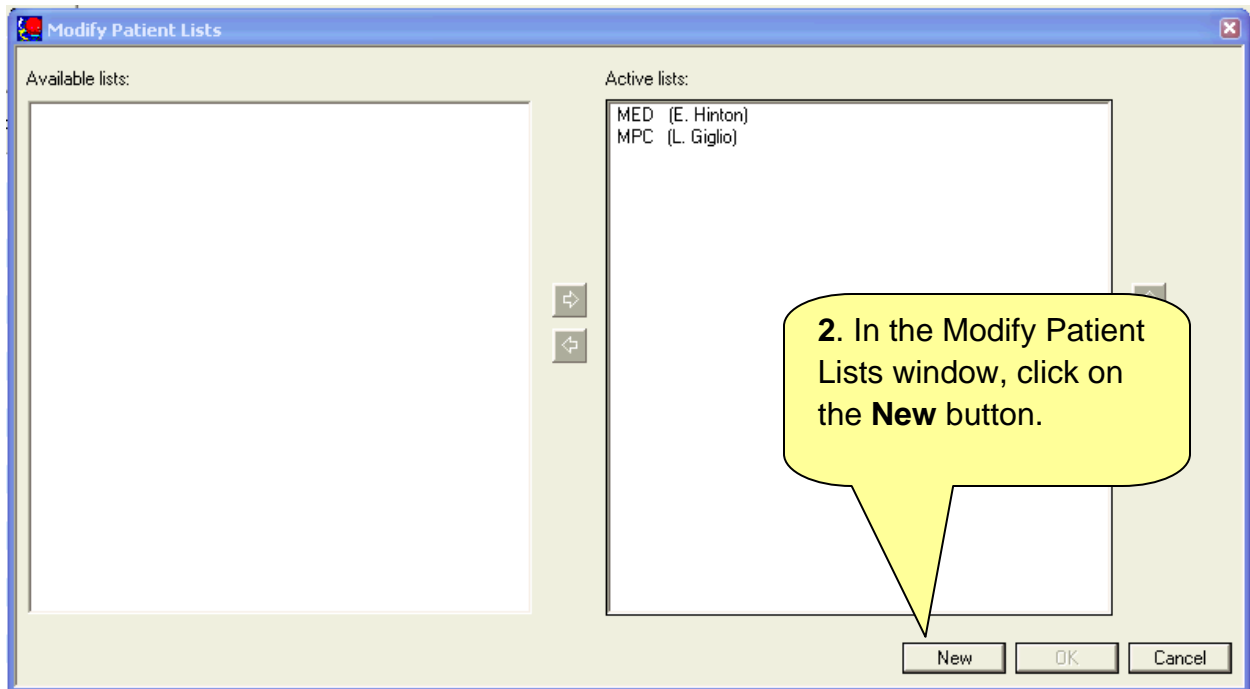
How to Make a PowerChart Location List for MUPC



The screenshot shows the 'Patient List' window in PowerChart. The menu bar includes 'Task', 'Edit', 'View', 'Patient', 'Chart', 'Patient List', and 'Help'. The toolbar contains icons for 'Tear Off', 'Attach', 'Change', 'Suspend', 'Charges', 'Charge Entry', and 'Exit'. A yellow callout bubble points to the wrench icon on the toolbar, containing the following text:

1. Log in to PowerChart.
Click on the **wrench icon**
on the toolbar in *Patient List*
view.

Loc	FIN	MRN	D
MED 4E	MED 37746298	03-23-22-96-4	7/7
MED 4E	MED 37746299	03-23-22-97-2	7/7
MED 4E 4E11 01	COM TRAIN, TRAINMED 37746300	03-23-22-98-1	7/7
MED 4E 4E12 01	DUIIPTRAIN, TRAINMED 37746301	03-23-22-99-9	7/7
MED 4E 4E12 02	EUIIPTRAIN, TRAINMED 37746302	03-23-23-00-6	7/7
MED 4E 4E13 01	FUIIPTRAIN, TRAINMED 37746303	03-23-23-01-4	7/7
MED 4E 4E13 02	GUIIPTRAIN, TRAINMED 37746304	03-23-23-02-2	7/7



The screenshot shows the 'Modify Patient Lists' dialog box. It has two panes: 'Available lists' (empty) and 'Active lists' (containing 'MED (E. Hinton)' and 'MPC (L. Giglio)'). A yellow callout bubble points to the 'New' button at the bottom right, containing the following text:

2. In the Modify Patient Lists window, click on the **New** button.

Buttons: New, OK, Cancel

Patient List Type

Select a patient list type:

- Assignment
- Assignment (Ancillary)
- CareTeam
- Custom
- Lifetime Relationship
- Location**
- Location Group
- Medical Service
- Provider Group
- Query
- Visit Relationship

3. To create a list for a floor in MUPC, click on **Location**.

4. After selecting Location, click the **Next** button to choose the correct list.

Back Next Finish Cancel

Location Patient List

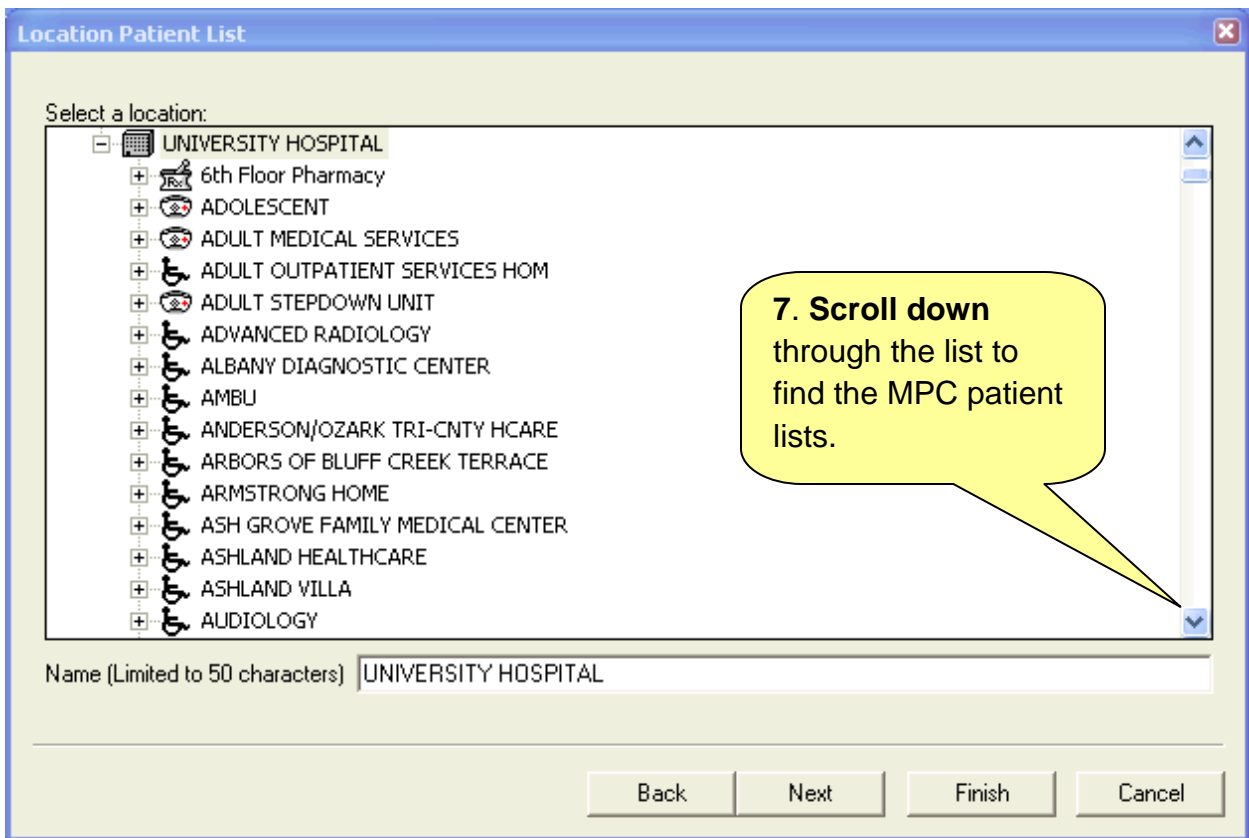
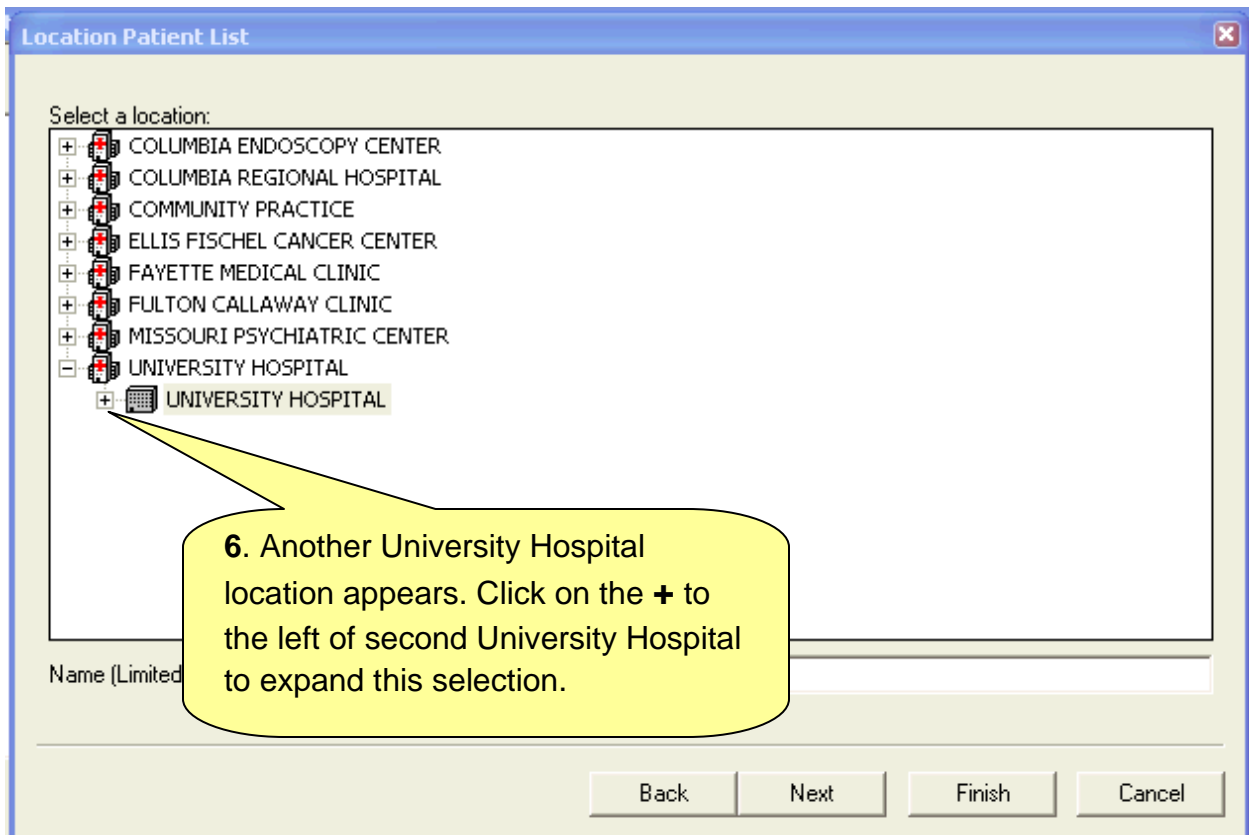
Select a location:

- + COLUMBIA ENDOSCOPY CENTER
- + COLUMBIA REGIONAL HOSPITAL
- + COMMUNITY PRACTICE
- + ELLIS FISCHER CANCER CENTER
- + FAYETTE MEDICAL CLINIC
- + FULTON CALLAWAY CLINIC
- + MISSOURI PSYCHIATRIC CENTER
- + UNIVERSITY HOSPITAL

5. MUPC is listed under University Hospital. Click on the + to the left of University Hospital to expand this selection.

Name (Limited to 50 characters) UNIVERSITY HOSPITAL

Back Next Finish Cancel



Location Patient List

Select a location:

- MONTGOMERY CITY UP CLINIC
- MORGAN COUNTY HOM
- MOUNTAIN VIEW OTRHC
- MPC 2 NORTH
- MPC ADULT UNIT 1**
- MPC ADULT UNIT 2
- MPC CHILDREN'S DAY TREATMENT
- MPC PEDIATRIC UNIT
- MRI SECOND FLOOR
- MRI UNIVERSITY HOSPITAL
- MT VERNON MO REHAB OP
- MU COSMETIC CLINIC
- MUPC ADULT OUTPT
- MUPC CHILD AND ADOLESCENT OUTPT
- NBN CLOSED
- NEPHROLOGY INFECTIOUS DISEASE CLINIC

Name (Limited to 50 characters) MPC ADULT UNIT 1

Back Next Finish Cancel

8. The inpatient MPC lists have a nursing cap icon to the left of the name. **Select the correct list name** for your area by clicking on the name.

9. After selecting the location list, click on the **Finish** button to complete the process.

Modify Patient Lists

Available lists:

- MPC ADULT UNIT 1**

Active lists:

- MED (E. Hinton)
- MPC (L. Giglio)

New OK Cancel

10. The list is now shown on the Available lists side of the Modify Patient Lists window. **Click on the list** to select it for moving to the Active list side.

11. Once the list is selected, click on the **green arrow** in the middle of the window.

