![eHealth Saskatchewan logo]

Individual Worklist

This screen will provide you with a view of a specific worklist. This list can contain a maximum of 50 persons. Once the limit of 50 persons is reached any new person added will cause the oldest entry to drop off the list. You have the ability to

- Remove people from the list
- Rename the list
- Select which column of information you want displayed

The group selection box for all individual

Click here to change the name of the individual worklist

Worklist 1 Rename

	Name	Age	Gender	⚙
☐	COPPER, Infant_Female	2001-Mar-07 (12 years 7 months)	F	📄
☐	SLRR, LABONE	1985-May-01 (28 years)	F	📄
☐	THIRD, QUEBEC	1977-Jul-30 (36 years)	M	📄
☐	MCTESTERSON, TESTY	1975-Jul-05 (38 years)	M	📄
☐	TRAINING, PATIENT	1975-Jul-05 (38 years)	M	📄

Remove   None selected

Showing 5 of 5

The selection box for that specific individual

Add a Person to a Worklist

You can add a person to a worklist in two different ways.

1. From the person search results window
    i. Place a check mark beside the person's name
    ii. Select the worklist from the dropdown menu at the bottom of the search results list

The selection box for that specific individual

☐	6.5	TRAINING, PATIENT	1975-Jul-05 (38 years)

Add checked results to worklist ▾   Replace worklist with checked results ▾

Select the desired worklist from this dropdown list

2. From the patient profile
    i. Click the worklist flag
    ii. Select the worklist from the dropdown list – you may select as many worklists as you like
    iii. If the individual is added to the worklist the flag beside the worklist name is highlighted

Click this flag to select a worklist

TRAINING, PATIENT 1975-Jul-05 (38 years) M

| Demographics | Clinical Encounters | Clinical Documents | Medications |

Person Demographics

TRAINING, PATIENT

Demographics		Alternate Names
Test Gender	M	TRAINING, PAT
Date of Birth	19750705	
Address	88 Railway Way Wullerton, SK, M5W 1E6	
Phone	tel:867-5309	

Identifers
600123480 - SK HSN
123456789 - PHN AB

The worklists are color coded. The icon will change to match the color of the worklist. If an individual is on more than one worklist then only one color will display on the main screen however, in the drop down list the color bar beside the list they are attached to will display. If there is no color displayed beside the list then the individual is not on that list.

| Worklist 1 |
| Worklist 2 |
| Worklist 3 |
| Worklist 4 |
| Worklist 5 |
| Worklist 6 |

<u>Remove Person from a Worklist</u>

You can remove a person to a worklist in two different ways.

1. From the patient profile
    i. Click the worklist flag

ii.   If the individual is on a worklist the flag will be highlighted – click on the flag

iii.   The flag should no longer be highlighted and the person is no longer on the list

2. From the worklist

    i.   Click the individual selection box beside the person's name

    ii.   Click the remove button

Worklist 1 Rename

	Name	Age	Gender	⚙
☐	TRAINING, PATIENT	1975-Jul-05 (38 years)	M	📄
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☐	SLRR, LABONE	1985-May-01 (28 years)	F	📄
☐	THIRD, QUEBEC	1977-Jul-30 (36 years)	M	📄
☐	MCTESTERSON, TESTY	1975-Jul-05 (38 years)	M	📄

Remove   None selected

Showing 5 of 5