



HOW TO ADD OR REMOVE A PATIENT FROM A CUSTOM PATIENT LIST

TO ADD A PATIENT:

1. While having the custom list open to which you want to add a patient, click on the Add Patient icon . This icon will open the **Patient Search** window.
2. Search for the patient, click *OK*
3. The patient will be added to your custom list.

TO REMOVE A PATIENT:

1. While having the custom list open highlight the name of the patient you wish to remove and then click on the Remove Patient icon .
2. Search for the patient, click *OK*
3. The patient will be added to your custom list.