



HOW TO CREATE AND ACTIVATE A PROVIDER GROUP LIST

1. Once in you have logged in to PowerChart, you will be defaulted to the **INBOX** tab so your first step will be to click on the *Patient List* tab.
2. Click on the List Maintenance icon  to create a new Provider Group List.
3. The *Modify Patient Lists* window will open. Click the New button.
4. The *Patient List Type* window will open. Click Provider Group and then click the Next button.
5. The *Patient Group Patient List* window will open. Select the desired group and then click the Next button.
6. The *Filter Status and Type List* window will open. Select a Status and Type of patient that you wish to appear on your list. For example, if you want to see a list of all your current inpatients on the Med-Surg Floor, select “Not Discharged” as the Status and “H – Med-Surg In-Pt” as the Type. Then click on the Next button.
7. The *Proxy* window will open. Click on the Finish button.
8. The *Modify Patient Lists* window will reappear. Your new Provider Group List name will appear in the left side of the window under Available Lists.
9. Click on the Provider Group List name to highlight it then click on the Right Arrow icon  to move the list to the Active Lists side of the window. Then click on the OK button.
10. The *Modify Patient Lists* window will close.
11. You will now see a tab for your new Provider Group List in the **PATIENT LIST** section of the Organizer. Click on the tab to reveal your new list.