HOW TO CREATE AND ACTIVATE A VISIT RELATIONSHIP LIST

1. Once in you have logged in to PowerChart, you will be defaulted to the **In-box** tab so your first step will be to click on the **Patient List** tab.
2. Next, either click on the **List Maintenance** icon  or click on *Patient List > List Maintenance* from the menu on the top of the window.
3. The **Modify Patient Lists** window will open. Click the *New* button.
4. The **Patient List Type** window will open. Click *Visit Relationship* and then click the *Next* button.
5. The **Visit Relationship Patient List** window will open. Under *Select Visit Relationships* check the box for "Select all relationships". In the **Name** field, enter a name for your visit list. Then click the *Next* button.
6. The **Filter Status and Type List** window will open. Select a *Status* and *Type* of patient 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 Visit Relationship list will appear in the left side of the window under *Available Lists*. Click on the list name to highlight it then click on the  to move the list to the *Active Lists* side of the window. Then click on the *OK* button.
9. The **Modify Patient Lists** window will close and you will now see a tab for your new patient list. Click on the tab to reveal your new list.

TIP: As long as they are named differently, you can create more than one Visit Relationship List. For example, if you do not want your inpatients who are on different units to be on the same list, you could make separate lists for each unit.