

HEALTHe NL HELP PAGES

Clinician Homepage

Newfoundland and Labrador Health Services





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1. Clinician Homepage

The Clinician Homepage (Figure 1) is your own, personalized view of:

- Your recent patients
- The patient demographics search
- Any worklists you may have set up.

HEALTH							3 — 🏾 🎢	₲ 635 🛛 🔺	Ms. Primary CARE 💌 LOGOUT
COMMON My Details Worklists Change Password	-		irective notifications will be ava	ilable in HEALTHe NL as of Ap	ril 11, 2023.	Click	<u>©</u> for more information 2	Se	lect a favorite search 🗸
> PATIENTS > PROVIDERS > WORKLISTS > LINKS	HCN HCN	Type N	ICP demographic search criteria. Search	v	search criteria	a.	Name First Name(s) Last Name Date of Birth Sex/Gender All		
 NOTIFICATIONS MESSAGING REFERRALS SCHEDULING 	_	Reset Enter	a new favorite search						
ELECTRONIC DEATH			5				6		
	Recen Today	t Patients	I				My Worklist Diabetic Rename Print		
		HCN 329571539025 (MCP) 139611131679 (MCP) 119543624363 (MCP)	Name SOTO, Phung_tpchi BARRY_R2TEST, Preston Ehr_r2_us NLCHIADMAUSTIN, Horacio DAVENPORTSTG_EORDER, Marcy	Date of Birth (Age) 1957-jun-01 (66 years) 1961-Apr-22 (62 years) 1954-Dec-27 (68 years) 1969-Dec-25 (53 years)	Sex/Gender Female Male Female	• • •	HCN Name Date of Brth (Age) Sex/Gend 229571539025 (MCP) SOTO, Phung_tpchi 1957-jun-01 (66 years) Female 13951113679 (MCP) BABRY_R2TEST, Preston Ehr_r2_us 1961-Apr-22 (62 years) Male Remove None selected Integration Integration Integration	er 🎝	
	Showing	879183008054 (MCP) nove None selected g 5 of 5	GARDNER_STG_ECNSLT, Loris	2018-Oct-26 (4 years 10 months)		-	Showing 2 of 2 BILIE Rename Print HCN Name Date of Birth (Age) Sex/Gender There are no items to display.		I
POWERED ORION		2 Months HCN -		of Birth (Age) Sex/Gender -Jan-01 (36 years) Male	0		Remove None selected Yellow Rename Print		

Figure 1: Clinician Homepage

1. **Clinical Portal Menu**: Provides access to administrative functionality within HEALTHe NL. This is the menu you will see when you don't have a specific patient in context. Below you can see all the options available in each menu.

	Left menu	→ 1	2	3	4	5	6	7	8
1 —	► COMMON	- COMMON	▼ PATIENTS	- PROVIDERS	- WORKLISTS		- MESSAGING		- SCHEDULING
2 —	▶ PATIENTS	My Details	Patient Demographic Search	Provider Demographic Search	Red	Training Material	Inbox	Cardiac Cath. Lab	Telehealth
2	PROVIDERS	Worklists	Pecent Patients	Search	Yellow	e-Therapeutics	R	My Referral Dashboard	eOrdering
5-		Change Password	Worklists		Green	NL Pharmacy Board			
4 —	WORKLISTS]	Blue Orange	Quick Reference Guide CDC Contact Info		e-Therapeutics:	
5 —	LINKS				Purple	Terms and Conditions		Username: nlchi	
6 —	▶ REFERRALS					How to change the		Password: 0114922	
7 —	MESSAGING					Time Zone in HEALTHe NL			
8—]		





 What's New: Provides a quick reference of changes, enhancements, and other items of note in HEALTHE NL. By clicking on the link "<u>here</u>", a PDF file opens in a new window displaying what's new in HEALTHE NL.



3. Global Menu: Displays unread message indicator, user's name, and the Home, Help and log out items are available from this menu. Global menu is accessible from any screen within HEALTHE NL.



If one or more of the messages has been identified with High importance, a red exclamation mark ! will appear next to the left of the message indicator.

- 4. **Patient Demographic Search**: The Patient Search screen displays search fields enabling the user to search for a patient directly from the Clinician Homepage.
 - Patient search results will be displayed after you input search criteria and click "Search"
- 5. **Recent Patients:** Displays the patient records the user has previously viewed. However, if you have not used HEALTHE NL previously, this list will not be populated yet.
 - Today
 - The last 7 days
 - The last 4 weeks
 - The last 12 months
- 6. My Worklist: This area contains lists (by default named red, blue, yellow, green, orange and purple) that you can customize with your own, intuitive names (i.e. "My Diabetic Patients"). Click on the "Rename" button (next to the worklist name), then enter custom name and click "save". To learn more about this, see Configuring My Worklists: Renaming "My Worklist" section on the "Other features" training module.

By default all the worklists are displayed in the Clinician Homepage. However you can select <u>one</u> specific worklist to show on your Clinician Homepage. Under COMMON menu (found on the Clinical Portal Menu) click on the "My Details" link, "My Details" page will open. On the "Clinician Homepage" section click the Clinician Homepage section all the available worklist will be displayed, select the worklist to show and then click "Update Preferences". Please note only one favourite worklist can be selected. To learn more about this, see **My Details Page: Selecting a Worklist to display in the Clinician Homepage** section on the "Other features" training module.





2. Patient Search

The Patient Search uses the Provincial Client Registry to search for and retrieve patients. The **Patient Demographic Search** can be accessed from the **Clinician Homepage** or from the **PATIENTS** menu on the Clinical Portal Menu (*Figure 2*).

PATIENTS	HCN		Name	First Name(s)	Last Name	
Patient Demographic Search		MCP	Date of Birth			
Recent Patients Worklists	Please ente	MCP HCN - AB HCN - BC	Sex/Gender earch criteria. Search	All	ignore demographic	search criteria
PROVIDERS	Search	HCN - MB HCN - NB	search 🕑		0 01	
WORKLISTS		HCN - NS HCN - NT	ocarent jo			
LINKS	Enter search c	HCN - NU HCN - ON	HCN search	dropdown		
REFERRALS		HCN - PE HCN - QC				
MESSAGING		HCN - SK HCN - YT				
> SCHEDULING		Eastern Health Central Health Western Health Labrador-Grenfell Health CRMS Dept. Indian Affairs & N. Dev				

Figure 2: Patient Demographic Search

You can search for a patient record by searching by patient's HCN or personal details depending on the role assigned to your user account. Please note only certain users will be able to search by patient's first and last name (i.e. Users in Emergency departments). Most of the users will get "limited search" as part of their role meaning that they will be able to search for a user by HCN only.

- Searching by HCN: It is recommended to search a patient by the MCP number. If the patient's MCP number is not available, HEALTHE NL allows the user to search by other HCN. *Figure 2* above displays the additional HCN available to select from. By default the MCP number appears on the "HCN Type" field. To change it to a different HCN click on the arrow that appears on the "HCN Type" field HCN Type MCP and a dropdown list containing all the available HCN will appear. Select the proper HCN. Then on the HCN field above enter the corresponding HCN number. For the Health Care Numbers per Regional Zones (i.e. Eastern Zone HCN: 000011089999) ensure you type all the numbers that appear in the number including zeroes and that the corresponding local Regional Zone is selected, then click search.
- Searching by patient's personal details: Users will be able to search by patient's personal details only if their role is set up for that. It is recommended to search with complete first and last name, combined with the patient's date of birth and then click Search.
 - Wild cards do not work for patient demographics searches (e.g. % or *).
 - o Both first and last name are required when using demographic search.
 - A minimum of two characters are required for both first name and last name. You can use the calendar function (circled in red, below) to choose a Date of Birth, or you can manually enter the date of birth in the format that is displayed (yyyy-mmm-dd), in particular for patients with date of birth before 1924.

Name	Preston	Barry
Date of Birth)





- To use the calendar function to select a Date of Birth before 1924 follow the next steps.
 - 1. Open your calendar by clicking the [□] calendar icon, then select the lowest month/year available from the dropdown list (January 1924)

								<u>`</u>
þ		Jan	uary	•	192	4 🔻	•	⊳
	Su	Мо	Tu	We	١h	Fr	Sa	
	30	31	1	2	3	4	5	
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	31	1	2	

2. Click the month arrow to navigate to the date of birth you are looking for. The year will automatically change to the previous year when you pass on the 12 months of the year. (e.g. March 1920)

Month		Mar		-	192		•
arrow	Su	Мо	Tu	We	Th	Fr	Sa
arrow	29	1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31	1	2	3

- When you have finished entering your search criteria, click "search". Every search returns a maximum of 25 results. Please note if more than 25 results are found you will receive a message asking you to refine your search criteria. Items displayed on every search section after clicking "search" (*Figure 3*):
 - Header of the information (columns: HCN, Name, Date of birth (Age), Gender, and Address): The header appears only in the first screen of results, if there are more results available to see, when you scroll down to see them the header disappears;
 - 2. Checkbox next to every result found;
 - 3. "Add checked results to worklist" and "Replace worklist with checked results" ; and
 - 4. Total number of results found (i.e. Results 1-13); this item and item 3 above will appear at the bottom of the search results. If more than 4 results are found, you will have to scroll down to the bottom to see the total results found and the "Add checked results to worklist" & "Replace worklist with checked results" (*Figure 4 and Figure 5*).

	S	earch Reset Enter a new	r favorite search			
		HCN	Name	Date of Birth (Age)	Gender	Address -1
2-		139611131679 (MCP)	BARRY_R2TEST, Preston Ehr_r2_us	1961-Apr-22 (53 years)	Male	30361 BAYVIEW AVE, BOX 1103, ST DAVIDS, NL, CA, A0N 1X0
	Add	checked results to worklist	Replace worklist with checked results	3		
	Results	s 1-1 4				

Figure 3: Search results section displaying 1 result





Every search returns a maximum of 25 results, if a scroll bar appears in the right side of the search section, as shown in *Figure 4* and *5* below it means there are more results available to view and you will have to scroll down through the list to see them.

Se	earch Reset Enter a new	v favorite search 🕀				Scrollbar
	HCN	Name	Date of Birth (Age)	Gender	Address Header	
		SMITH, Sarah	1973-Oct-11 (40 years)	Female	131 MCNABB, ST. JOHN'S, NL, CA, A2B 2C3	
	111111111113 (MCP)	HOLIDAY, Boy	1998-Jun-06 (16 years 3 months)	Male	GENERAL DELIVERY	*
		SMITH, Sara Melanie	1999-Jan-23 (15 years 8 months)	Female	123 HAPPY LANE	
		SMITH, Sara Jean		Unknown		

Figure 4: Search results section with more than 4 results found. (Top section displaying 4 results of 13)

You will have to scroll down to the bottom of the search section to see the "Add checked results to worklist", "Replace worklist with checked results" and the total number of results found. When you scroll down to see more results, the header disappears. *(Figure 5)*

SMITH, Sally Nurstrain JACK, Cindy Sara	1989-Jan-04 (25 years)	Female	12 NORTH WEST, SHESHATSHIU, NL, CA	
SMITH, Sally Jane	1998-Feb-04 (16 years 7 months)	Female	30 DOVE ROAD, CORNER BROOK, NL, CA, A1S1A1	

Figure 5: Search results section with more than 4 results found. (Bottom section displaying the last 3 results of 13)

Important Note:

 When a patient is added to a worklist from search results (either by selecting "Add a patient to a Worklist" or "Replace worklist with checked results"), the screen must be refreshed before you will see that the patient has been successfully added to the worklist. To refresh the screen you can click

"F5", or 🏴 "Home" button found at the top in the global menu.

- The results returned by a search are typically sorted in ascending order by the patient's name. The results can be sorted by any column by clicking its title; click a second time to reverse the sort.
- When search results have been sorted by any column other than the default, that column name is shown in **blue** (*Figure 6*).

Se	earch Reset Enter a new	v favorite search				
	HCN	Name	Date of Birth (Age)	Gender	Address	^
	11111111113 (MCP)	HOLIDAY, Boy	1998-Jun-06 (16 years 4 months)	Male	GENERAL DELIVERY	E
		SMITH, Sara		Female	FIRST, GANDER, NL, 41541	
		SMITH, Sara		Female	FIRST, GANDER, NL, 41541	
		SMITH, Sally Jane	1998-Feb-04 (16 years 8 months)	Female	30 DOVE ROAD, CORNER BROOK, NL, CA, A1S1A1	-

Figure 6: Search results sorted by "Address" column.





3. Messaging Inbox

• When there are **messages** to view, the unread messages indicator will appear in the global menu displaying the number of new messages received (*Figure 7*). To learn more about "Global Menu" go to Global Menu section.

		Unread messages	s indicato
*	\$ 635	🌢 Ms. Primary CARE 🔻	LOGOUT

Figure 7: Global menu showing the unread messages indicator

The number of unread messages is displayed on the unread message indicator. You can click the unread message indicator to access your messaging inbox, or from the Clinical Portal Menu click MESSAGING > Received messages, and your messages will be displayed in the screen. Messages are sorted by date in descending order (*Figure 8*). A maximum of 50 messages are displayed per page.

HEALTH			
COMMON ≪		box 🗸	C
+ PATIENTS		00/	
Patient Demographic Search		Search	Q 7
Recent Patients		Mr. Andrew Hiscock (andrewhiscock)	
Worklists		Test broadcast message from Clin	
PROVIDERS		Testing a broadcast message from Clinic	. 20-Feb-18
+ WORKLISTS		Mr. Andrew Hiscock (andrewhiscock)	
+ LINKS		test 2	
		test 2	21-Nov-17
NOTIFICATIONS		Mr. Andrew Hiscock (andrewhiscock)	
- MESSAGING		test	
Inbox		test	21-Nov-17
REFERRALS		Dr. Bruce WhitePROVIDER (brucewhite	provider)
- SCHEDULING		test	
Telehealth		this is a test message.	6-Dec-16
eOrdering		Dr. Bruce WhitePROVIDER (brucewhite	provider)
		test	!
		This is a test	6-Jun-16
	_	Mr. Bruce White (brucewhite)	
		Test	
		This is a tast massage	17.May.16

Figure 8: Messaging Inbox

To view a message, click on the message row and the detail will appear on the right side (Figure 9).

HEALTH								
+ COMMON	Inbox 🗸 🕼	∧ ∨ 1of6	û 🖬					
 PATIENTS Patient Demographic Search 	C Search Q 7	Test broadcast message from Clinical Portal						
Recent Patients Worklists	Mr. Andrew Hiscock (andrewhiscock) Test broadcast message from Clinical P ! Testing a broadcast message from Clinic 20-Feb-18	From Mr. Andrew Hiscock (andrewhiscock) To Users	20-Feb-18					
PROVIDERS WORKLISTS	Mr. Andrew Hiscock (andrewhiscock) test 2	Testing a broadcast message from Clinical Portal admin						
LINKS NOTIFICATIONS	test 2 21-Nov-17 Mr. Andrew Hiscock (andrewhiscock)	◆ Reply ≁ Forward						
MESSAGING Inbox REFERRALS	test 21-Nov-17							
SCHEDULING Telehealth	Dr. Bruce WhitePROVIDER (brucewhiteprovider) test this is a test message. 6-Dec-16							
eOrdering	Dr. Bruce WhitePROVIDER (brucewhiteprovider) test ! This is a test 6-Jun-16							
	Mr. Bruce White (brucewhite) Test This is a test message. 17-May-16							

Figure 9: Test message detail





Click the

trash icon to delete a

- To delete a message, select the Message then click the trash icon (*Figure 10*).
 - Please note that there is no prompt *to ask if you are sure you want to delete this message*. By clicking "Delete" the message will be immediately deleted.

COMMON	Inbox 🗸 📿	· ∧ ∨ 1 of 6	Û		
 PATIENTS Patient Demographic Search 	C Search Q T	rest broadcast message from childen of tar			
Recent Patients Worklists	Mr. Andrew Hiscock (andrewhiscock) Test broadcast message from Clinical P		20-Feb-18		
PROVIDERS WORKLISTS	Testing a broadcast message from Clinic 20-Feb-1 Mr. Andrew Hiscock (andrewhiscock)	8 Testing a broadcast message from Clinical Portal admin			
> LINKS	test 2 test 2 21-Nov-1	7 🏫 Reply 🏕 Forward			
NOTIFICATIONS MESSAGING Inbox	Mr. Andrew Hiscock (andrewhiscock) test test	7			

Figure 10: Deleting a Message

 Messages can also be accessed through the Clinical Portal Menu by clicking MESSAGING > Inbox (Figure 11).



Figure 11: Clinical Portal Menu





4. Recent Patients Worklist

• The **Recent Patients** worklist displays the names of the patients the user has previously viewed (if any were viewed) classified by the following periods: (*Figure 12*)

Today HCN Name Date of Birth (Age) Gender Age I 111111111113 (MCP) HOLIDAY, Boy 1996-Jun-06 (18 years 4 months) Male - Remove None selected - - - - - Showing 1 of 1 Last 7 Days - <th>Recen</th> <th colspan="9">Recent Patients</th> <th></th>	Recen	Recent Patients										
Image: None selected Image: None selected Showing 1 of 1 Last 7 Days Image: None selected Showing 1 of 1 Last 7 Days Image: None selected Showing 1 of 1 Last 7 Days Image: None selected Showing 2 of 2 Last 4 Weeks Image: None selected Image: None selected Showing 2 of 2 Last 4 Weeks Image: None selected Image: None selected Image: None selected Image: None selected Showing 2 of 2 Last 4 Weeks Image: None selected Image: None selected <	Today	Today										
None selected Showing 1 of 1 Last 7 Days Image: Im		_	HCN	Name Date of Birth (Age)				Gender	¢			
Showing 1 of 1 Last 7 Days PCN Name Date of Birth (Age) Gender Image: Constraint of Constrai			111111111111 (MCP) HOLIDAY, Boy 1998-Jun-06 (16 year				s 4 months)	Male	-			
Last 7 Days HCN Name Date of Birth (Age) Gender Image: Control of Contro of Control of Control of Control of Control of Control	Rer	nove	None selected									
HCN Name Date of Birth (Age) Gender Attem in the interval of the in	Showin	g 1	of 1									
139611131679 (MCP) BARRY_R2TEST, Preston Ehr_r2_us 1961-Apr-22 (53 years) Male - 989702837639 (MCP) ZZBRENTON, Christaehr 1970-Oct-09 (44 years) Female - Remove None selected None selected - - Showing 2 of 2 Last 4 Weeks Gender Image: Constraint of the selected in the selecte	Last 7	Last 7 Days										
899702837639 (MCP) ZZBRENTON, Christaehr 1970-Oct-09 (44 years) Female - Remove None selected - <td></td> <td></td> <td>HCN</td> <td>Name</td> <td></td> <td></td> <td>Date of Birth</td> <td>(Age)</td> <td>Gen</td> <td>ider 🛱</td> <td></td> <td></td>			HCN	Name			Date of Birth	(Age)	Gen	ider 🛱		
Remove None selected Showing 2 of 2 Last 4 Weeks Image: I			139611131679 (MCP)	BARRY_R2TES	T, Prestor	n Ehr_r2_us	1961-Apr-22	(53 years) Mal	e –		
Showing 2 of 2 Last 4 Weeks Image: MCN Name Date of Birth (Age) Gender Image: MCN Image: MCN S20652262575 (MCP) MCGRATH, Tim Dis 1065-Aug-13 (40 years) Male - Image: MCN S20652262575 (MCP) MCGRATH, Tim Dis 1065-Aug-13 (40 years) Male - Image: MCN S20652262575 (MCP) MCGRATH, Tim Dis 1065-Aug-13 (40 years) Female - Image: MCN S20652262575 (MCP) MCGRATH, Tim Dis 1065-Aug-13 (40 years) Female - Image: MCN S20652262572 (MCP) MCIRLEY, Stacey Christa 1069-Feb-04 (16 years 3 months) Female - Image: MCN S40552858452 (MCP) HURLEY, Stacey Christa 1968-Oct-11 (56 years) Female - Image: MCP CULL, Stacy Christa 1968-Jun-04 (40 years) Female - Image: MCP STACEY, Selena Kristy 1974-Sep-07 (40 years) Female - Image: MCP FELAKE, Snow Dis 1965-Oct-15 (40 years) Female - Image: MCP FELAKE, Snow Dis 1967-Jul-07 (27 years) Female - <td></td> <td></td> <td colspan="3">899702837639 (MCP) ZZBRENTON, Christaehr</td> <td></td> <td>1970-Oct-09</td> <td>(44 years</td> <td>) Fem</td> <td>nale –</td> <td></td> <td></td>			899702837639 (MCP) ZZBRENTON, Christaehr				1970-Oct-09	(44 years) Fem	nale –		
Last 4 Weeks Image: None of Birth (Age) Gender Selected Image: None of Birth (Age) Gender Selected Selected<	Rer	Remove None selected										
HCN Name Date of Birth (Age) Gender Image: Constraint of Constraints of Constrai	Showin	Showing 2 of 2										
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Image: state in the state			HCN	Name			Date of Birth (Age)				nder	¢
Image: state of the second state of			529652262575 (MCP)	MCGRATH, Tim Dis			1965-Aug-13 (49 years)			Ma	le	-
Image: Second			-	ZZBRENTON, Bg Of Christaehr			2013-Dec-11 (44 weeks 0 days)				male	-
279681566188 (MCP) CULL, Stacy Christa 1968-Jun-04 (48 years) Female - 769742518541 (MCP) STACEY, Selena Kristy 1974-Sep-07 (40 years) Female - 329652898738 (MCP) FLAKE, Snow Dis 1965-Oct-15 (49 years) Female - 629732896398 (MCP) FLEKE, Snow Dis 1965-Oct-15 (49 years) Female - 629732896398 (MCP) PECKFORD_R2TEST, Kristy Ehr_r2_ 1973-Sep-25 (41 years) Female - 670871897550 (MCP) RAIN, Summer Dis 1967-Jul-07 (27 years) Female - Remove None selected - - - -			-	SMITH, Sally Jane			1998-Feb-04 (16 years 8 months)				male	-
760742518541 (MCP) STACEY, Selena Kristy 1974-Sep-07 (40 years) Female - 320652808738 (MCP) FLAKE, Snow Dis 1965-Oct-15 (49 years) Female - 6207328095396 (MCP) PECKFORD_R2TEST, Kristy Ehr_r2_ 1973-Sep-25 (41 years) Female - 670871897550 (MCP) RAIN, Summer Dis 1987-Jul-07 (27 years) Female - Remove None selected - - - Showing 0 of 9 - - - - HCN Name Date of Birth (Age) Gender *			849582858452 (MCP)	HURLEY, Stacey Christa			1958-Oct-11 (56 years)				male	-
Image: Second			279681566188 (MCP)	CULL, Stacy Christa			1968-Jun-04 (46 years)				male	-
829732895396 (MCP) PECKFORD_R2TEST, Kristy Ehr_r2_ 1973-Sep-25 (41 years) Female - 670871897550 (MCP) RAIN, Summer Dis 1987-Jul-07 (27 years) Female - Remove None selected - - - - Showing 0 of 0 - - - - - - HCN Name Date of Birth (Age) Gender - -			769742518541 (MCP)	STACEY, Selena Kristy			1974-Sep-07 (40 years)				male	-
079871897550 (MCP) RAIN. Summer Dis 1987-Jul-07 (27 years) Female - Remove None selected -		6	329652898738 (MCP)	FLAKE, Snow Dis			1965-Oct-15 (49 years)				male	-
Remove None selected Showing 9 of 9 Last 12 Months HCN Name Date of Birth (Age) Gender \$\$\$			629732695396 (MCP)	PECKFORD_R2TEST, Kristy Ehr_r2_			1973-Sep-25 (41 years)				male	-
Showing 9 of 9 Last 12 Months HCN Name Date of Birth (Age) Gender			679871897550 (MCP)	RAIN, Summer Dis			1987-Jul-07 (27 years)				male	-
Last 12 Months HCN Name Date of Birth (Age) Gender	Rer	Remove None selected										
HCN Name Date of Birth (Age) Gender	Showin											
	Last 12 Months											
520642673023 (MCP) MCGRATH Reuben Tim 1964-Sen-23 (50 years) Male -			HCN	Name		Date of Birth (Age)		Gender	¢			
Constant of the second se			529642673923 (MCP)	529642673923 (MCP) MCGRATH, Reuben Tim 1984-			-23 (50 years) Male –					
- SMITH, Sarah 1973-Oct-11 (41 years) Female -			- SMITH, Sarah 1973-Oct-			1973-Oct-11	(41 years)	Female	-			

Figure 12: Recent Patients Worklist

- The Recent patients are system-managed lists and are automatically populated based on viewing of patient records. If you are a new user, these lists will not be populated, but will fill up over time as you look at patient profiles.
- **Recent patients** worklist can be sorted by the column headings "HCN", "Name", "Date of birth", or "Gender". However when this is done, all patients will appear as one Recent Patients list. This sorting will remain until the user clicks 'Remove Sorting' that appears next to Recent Patients header: when this is clicked the Recent Patients lists return to the original classification.
- Patients can be removed from the **Recent Patients** list by selecting the box to the left of the patient's name and selecting "Remove".
- The maximum amount of patients in a **Recent Patients** Worklist is 50 between all the periods identified (Today, Last 7 days, Last 4 weeks, and Last 12 Months). After this limit is reached, the least frequently access patient will be removed from the list.