



Adding a Patient to a Worklist in NCIS Chart

Version 1



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Document Revision History:

Version #	Revised By	Reason	Created Date	Approver	Approval Date

Background

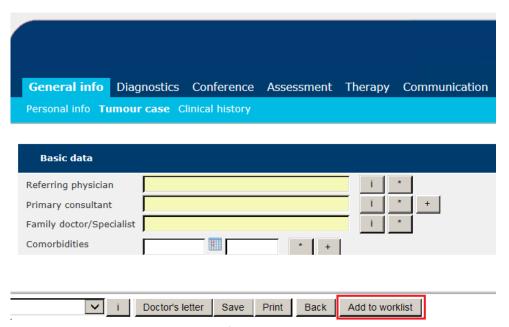
Work Lists are configured on NCIS by an NCIS administrator to support work flow steps for users. Worklists can be configured to be used on a global (national) level, at hospital level or at user level. The functionality is limited, and users should be aware of the limitations of worklists before they choose to use them.

Worklists are essentially a way of users being able to add patients to a particular list to prompt or provide a reminder to carry out a task. Once a task has been completed and the patient is removed from the worklist, the entry is deleted and is not retrievable.

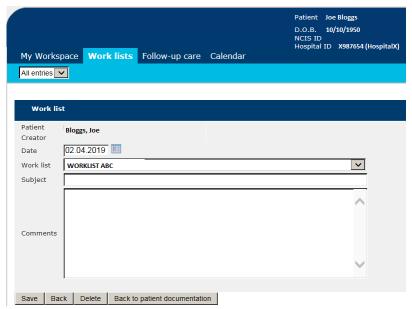
There is no record held of worklist entries on the system and therefore they should not be considered for tasks which should be recorded as part of the patient record. Worklists should be considered as analogous to a stickygrantcar yellow note and be used as an aide memoire to carry out a task, not a record of a task to be carried out and when the action was completed.

Steps to add a patient to your Worklist

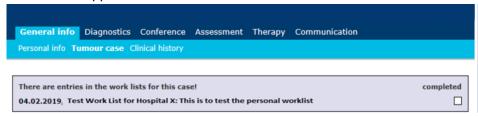
- 1. Log into NCIS Chart with appropriate user account
- 2. Open a patient record
- 3. Select 'Add to worklist' from the menu on the lower end of the screen



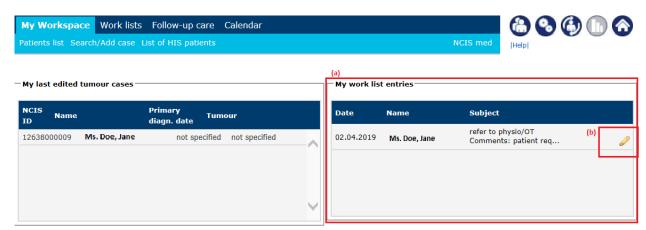
4. This will bring you to a work list form with the patient name auto populated. Here the user can add details on the worklist entry and select which list to place it on.



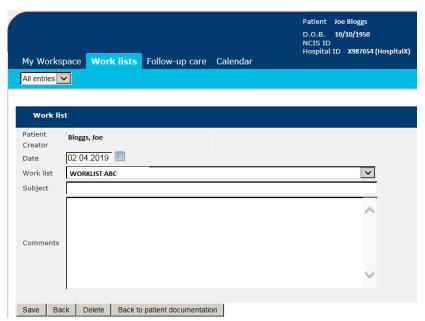
- 5. Click on Save: The work list entry has now been created.
- 6. If the worklist entry is configured to display in the General Info tabs of the patient record it will appear like this:



- 7. If the worklist entry will also display in 'my workspace', it will appear like this:
 - a. This menu provides your work list content
 - b. You can edit entries by selecting the pencil icon



8. Editing the entry opens the work list form and where a user can update the message or delete the entry.



9. The work list entry has now been updated/deleted.