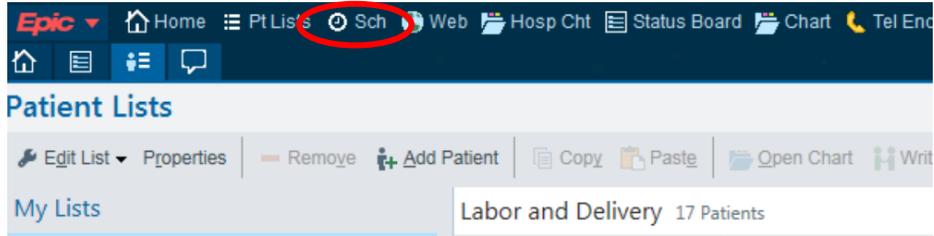


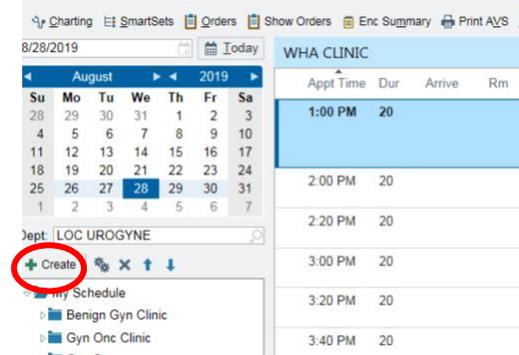
## Creating Schedules and Lists: OBGYN Edition

### 1. Creating an OR Schedule

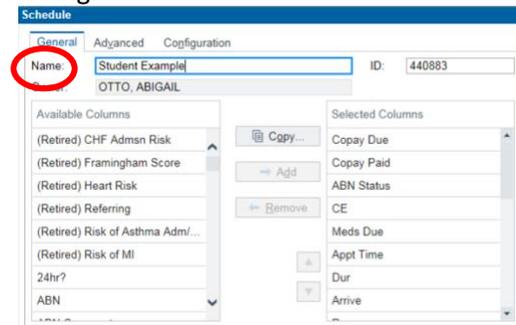
- A. On the top tool bar, locate the Schedule Button.



- B. Open up the Schedule Tab and select "Create"

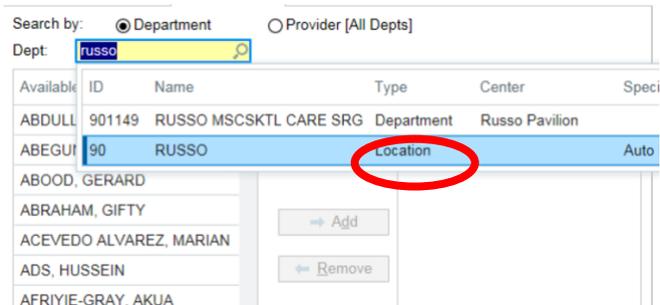


- C. This opens up a window that looks like the image below. Choose and input a name for the schedule you will be creating.

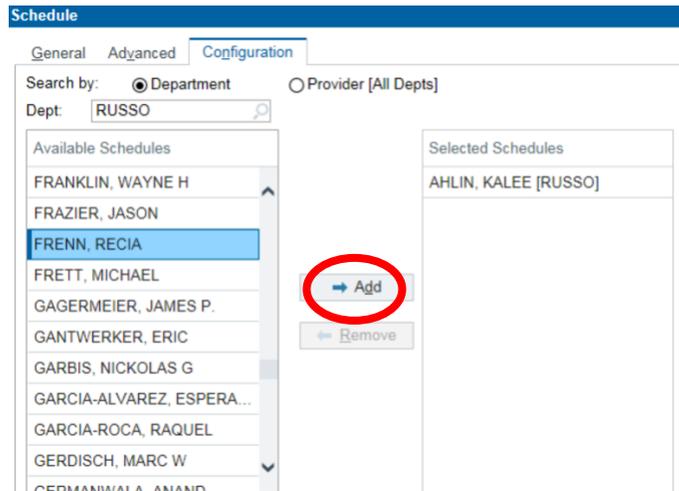


- D. Now click under "Configuration".

- a. In the Dept search bar, type in "Russo". Select that Russo option that is listed as a location



- b. Select the provider and use the “add” button to include them in your schedule

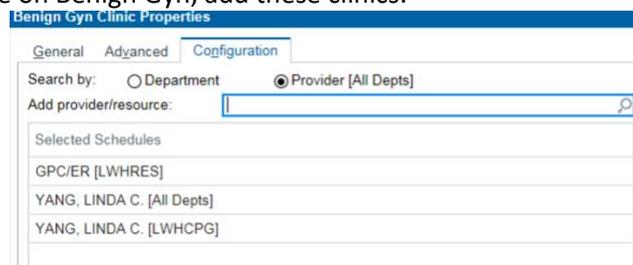


- c. Benign Gyn Students: add Afriyie-Gray, Ahlin, Deighan, Frenn, Graziano, Lynn, Williams, Wiley, Wagner, White, and Yang
- d. Onc Students: add Liotta, Potkul, Winder
- e. FMPRS students: add Acevedo-Alvarez, Pham, Mueller
- E. Now, go back to “Department” and search for “ASC”. Repeat prior step and add all attendings for the ASC department.
- F. Now you have your OR schedule!!

To create a clinic schedule:

1. Follow the same steps as before to open the schedule tab, create a new schedule, name your schedule.
2. Now, you’ll search by “Providers”.

- a. If you are on Benign Gyn, add these clinics:



b. If you are on Oncology, add these clinics:

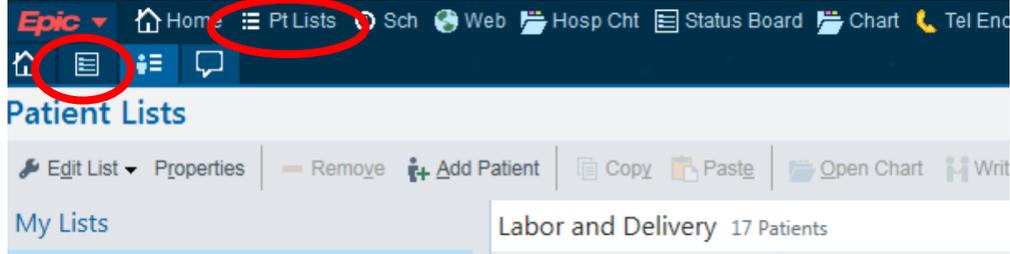
c. If you are on FMPRS, add these clinics

A few pointers:

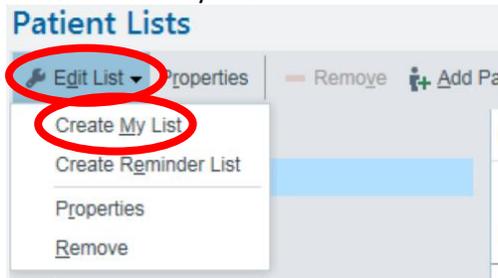
1. To reduce the clutter on your clinic view, open up your schedule using the “Gear Button”, use the General Tab to add and remove important columns. Once selected, click “Remove”
2. The ones listed below are the most useful that I recommend (the last one is Department- it got cut off)

3. Creating your Labor and Delivery List

- A. Open your home page, and on the top bar select "Patient List"



- B. Select "Edit List" and choose "Create My List"



- C. Pick a name for the list and add the below columns by searching the names and double-clicking.

**Selected Columns**

Caption	Description
Room-Bed	
Patient Name/Age/Sex	This column displays the patient's name, age, and sex. The information displays in Last Name,...
MRN	This column displays the patient's medical record number (MRN) for the current admission. This...
New Rslt Flag	
Diagnosis	This column shows the patient's free text diagnosis for an encounter.
Attending	This column shows the patient's current attending providers.
Infant Status Butterfly	This column displays an icon to indicate a non-surviving delivery. This column can be used in th...
Disch Disposition	

- D. Now under Available Lists, open "System Lists" and open "Nursing Units".

- a. Select, drag, and add "2 Labor and Delivery" and "2 Women's Health" into your newly created folder. Voila!

