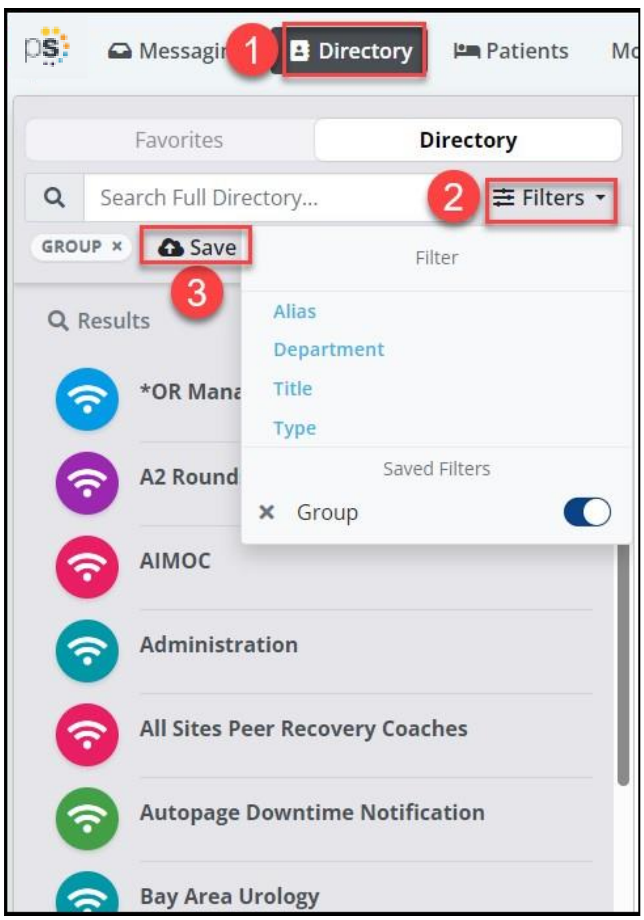
PS Clinical Collaboration Searching and Filtering Options for Providers, Nurses, Clinical Staff

Filtering for Directory

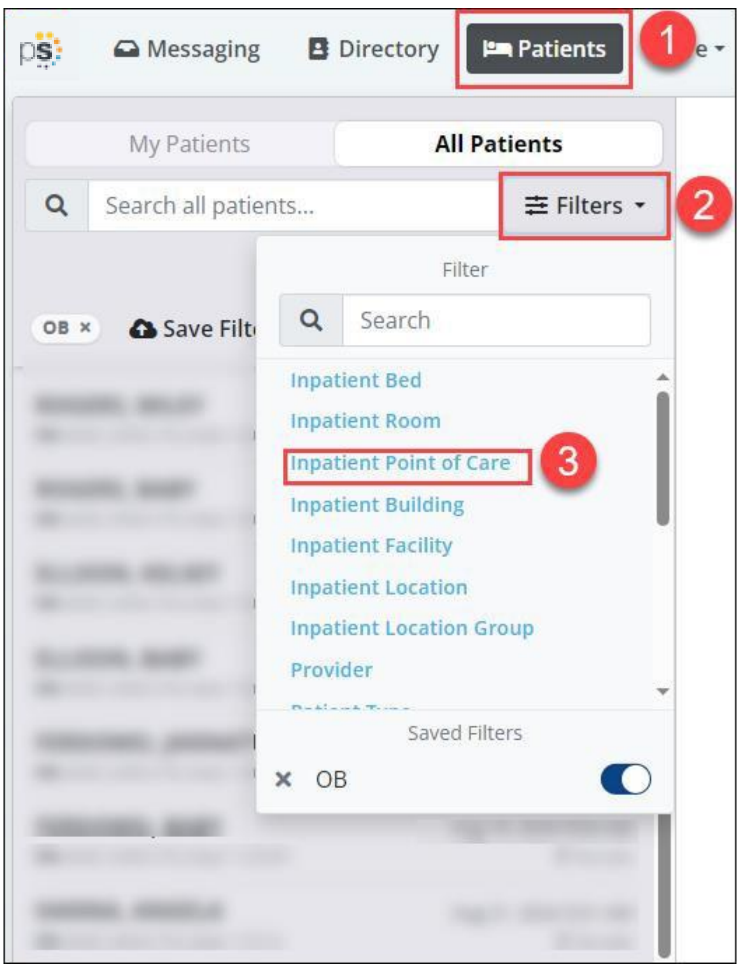
Find a contact or patient quickly and easily with search and filters. Use any of these filter features independently or in combination.

1. Select **Directory** so the Filter option will appear (ensure that the Directory tab is selected to see the Filters dropdown).
2. Select **Filters** to narrow results by Alias, Department, Title, or Type.
3. Add additional filters if needed.
    a. Example: To only see Groups instead of everything in the Directory, while in the Filters, select Type and then Group.
4. Click **Save** once all the filters have been selected.
5. Name the new filter so that it can be easily found.
6. When finished, click **Save.**
7. The filter will appear under the search bar when in use.
    a. When the filter is unnecessary, click the filter; toggle the saved filter off.



Filtering for Patients

1. Select **Patients** so the Filters option will appear; select **Filters**.
2. Select **Filters** to narrow results.
3. Select Inpatient Point of Care to Filter by unit/department.
    a. Example: PG-Mat
4. Click **Save** once your filter has been selected.
5. Name the new filter so that it can be easily found.
    a. Example: OB
6. When finished, click **Save**.
7. The filter will appear under Saved Filters in the Filters drop-down.
8. When the filter is needed, click the filter to toggle on, or toggle off when not needed.



Using Patient Filters to Improve Paging Workflows

1. Once the patient/department filter is saved and toggled on, it will keep only those patients on the patient list.
    a. The PS Clinical Collaboration default is to show ALL patients. Using the filter removes all extra patients and locations from the list.
2. Select Message and patient information will display on the top of the message screen.
3. Select from the list of Participants (nurse, provider or other from list) or choose the Provider assigned to the patient.
4. Add additional participants on this screen if needed.
5. Once participants have been selected, complete the rest of the requirements on the screen and Send Message.