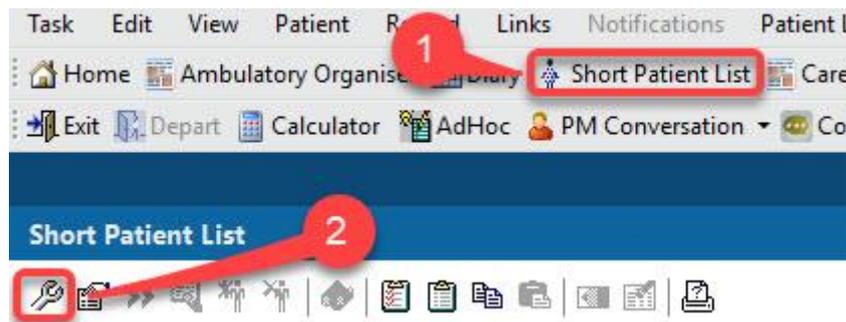


How to add location filters for Freeman, NCCC and RVI

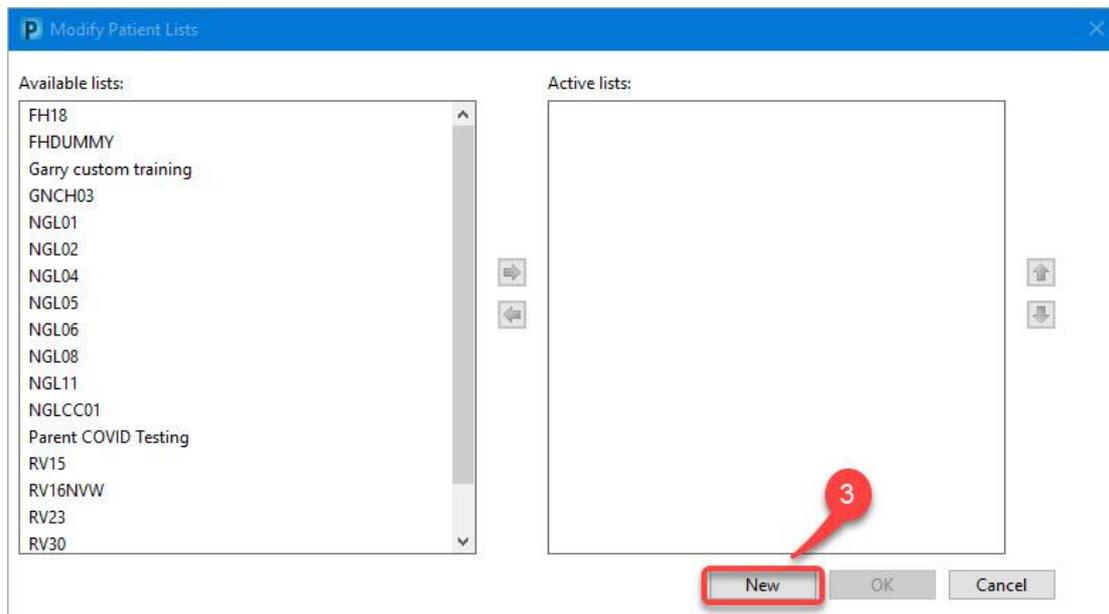
Instructions

In Powerchart

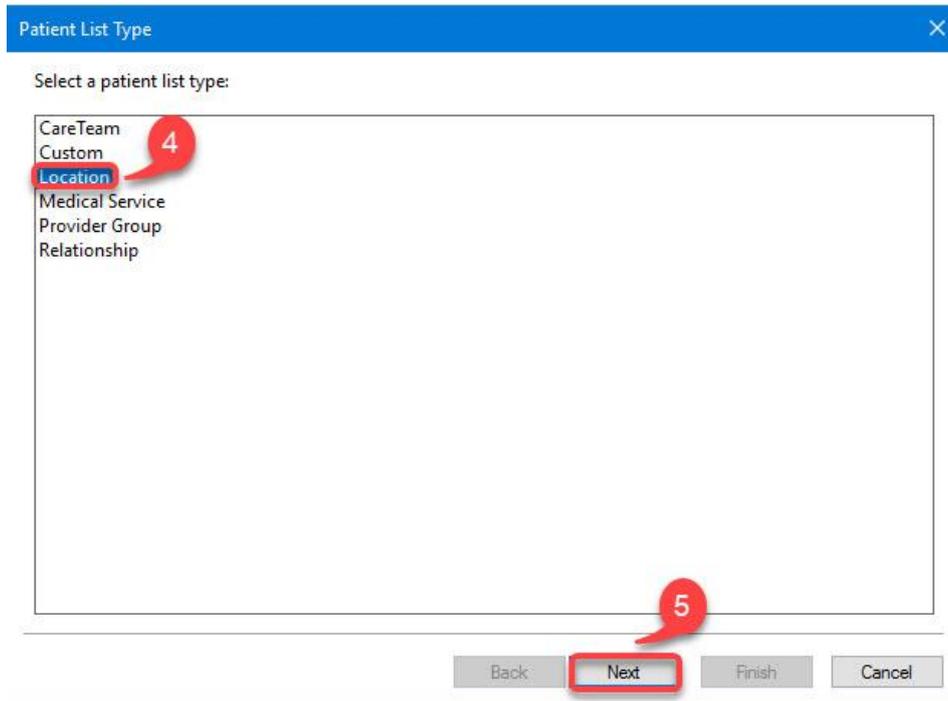
1. Select **Short Patient List**.
2. Select the **spanner icon**.



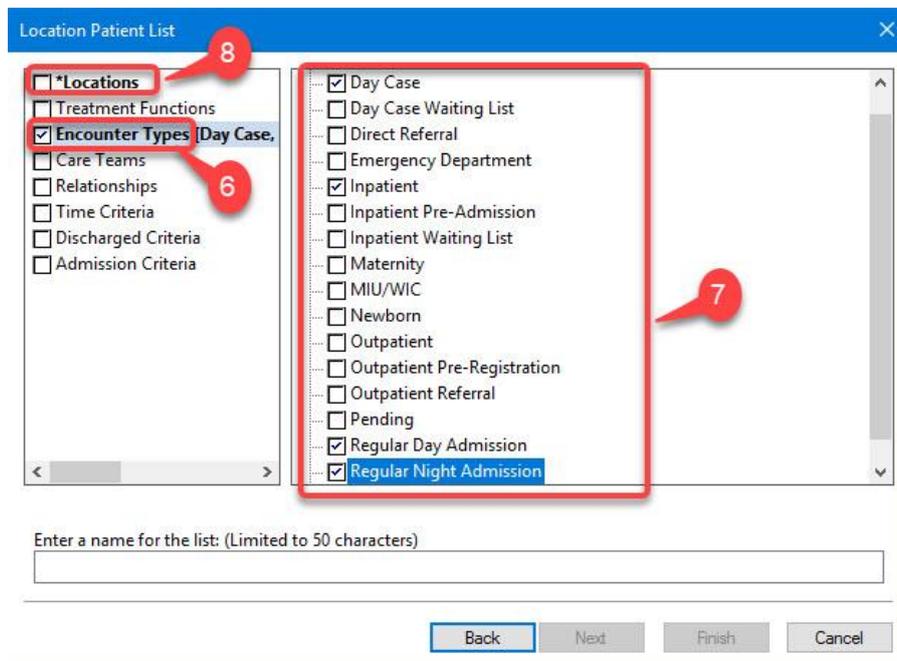
3. Click **New**.



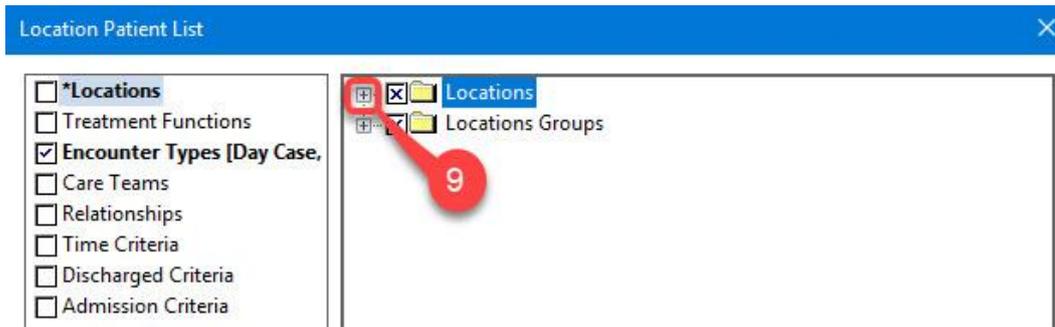
4. Select **Location**.
5. Click **Next**.



6. Select **Encounter Types**.
7. Select the following Encounter Types:
 - Day Case
 - Inpatient
 - Regular Day Admission
 - Regular Night Admission
8. Select **Locations**.



9. Click on the plus button to the left-hand side of Locations.

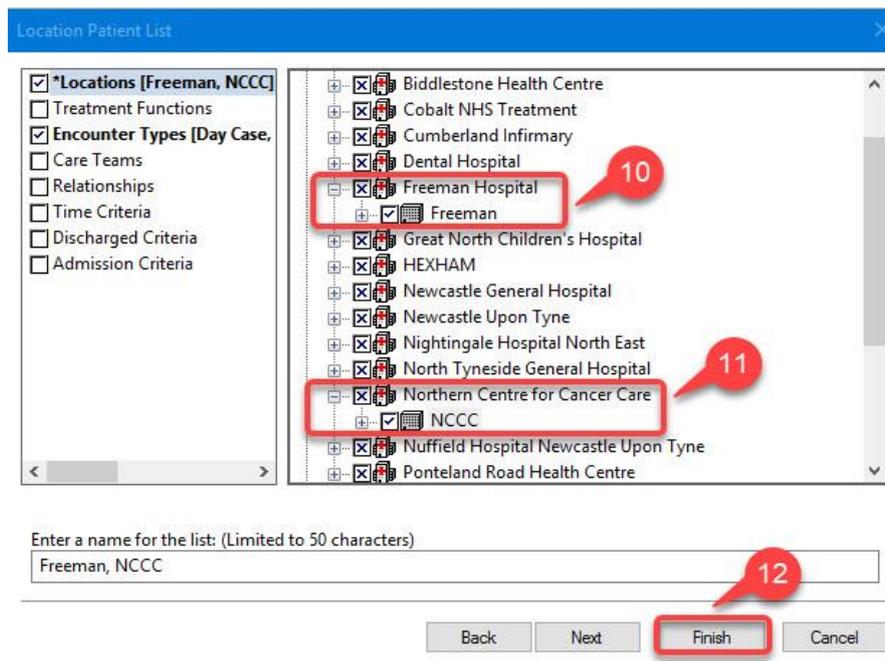


10. Click the **plus** button to the left-hand side of Freeman Hospital and place a **tick** to the left of **Freeman**.

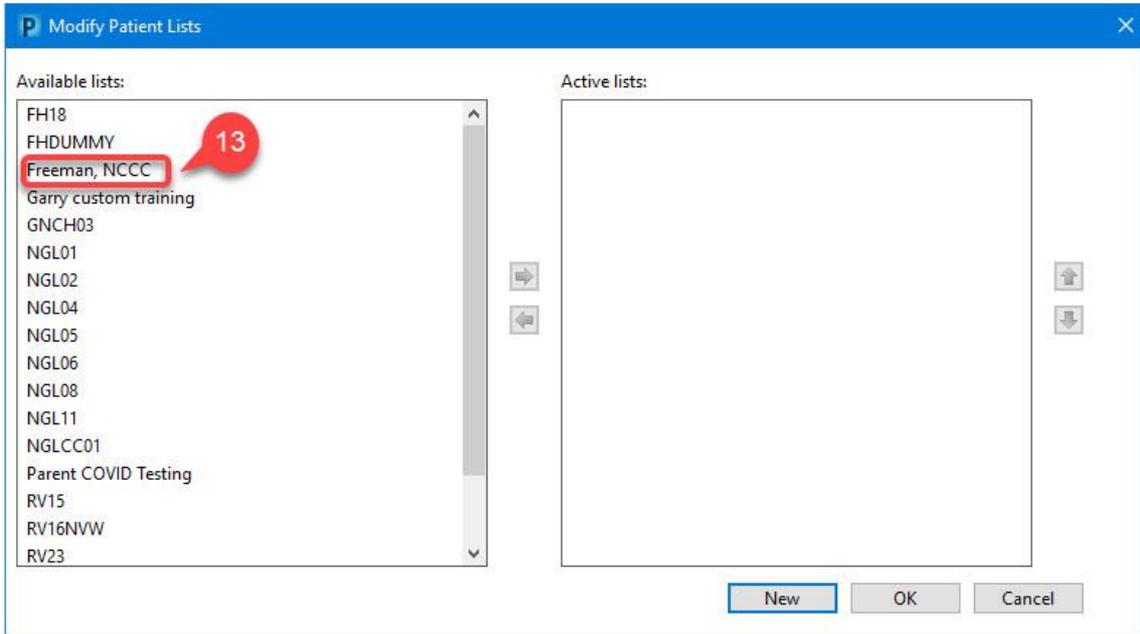
11. Click the **plus** button to the left-hand side of Northern Centre for Cancer Care and place a **tick** to the left of NCCC.

Note – select Royal Victoria Infirmary and RVI to set the RVI location filter.

12. Click **Finish**.



13. **Freeman, NCCC** filter will now be showing in the Available lists.



14. You will now be able to select **Freeman, NCCC** filter on the **Patient List** tab of the Task List properties window.

