

Clearing All Patients From A Work List In ProviderLink

Domain and Facility administrators now have the ability to clear (i.e., unlink) all patients from a work list all at once instead of having to clear the work list one patient at a time. If a patient is linked to only the work list being cleared, ProviderLink marks all the patient's messages as read and clears all tasks. Because the Clear function overrides the normal constraints of reading messages and completing tasks, it should be used with extreme caution.

Before clearing a work list, ProviderLink checks to see if the patient is on other work lists. If the patient is also linked to other work lists, the patient is unlinked from the work list being cleared, but all messages and tasks are left in their current status (e.g. for message status: Read, Unread, Reply Request).

ProviderLink creates an audit trail entry for each patient cleared from the work list, denoting the date/time, user name, patient name, and action taken. A patient that is no longer linked to any work list can still be searched using the Patient Lookup feature.

■ Clear All Patients from a Work List

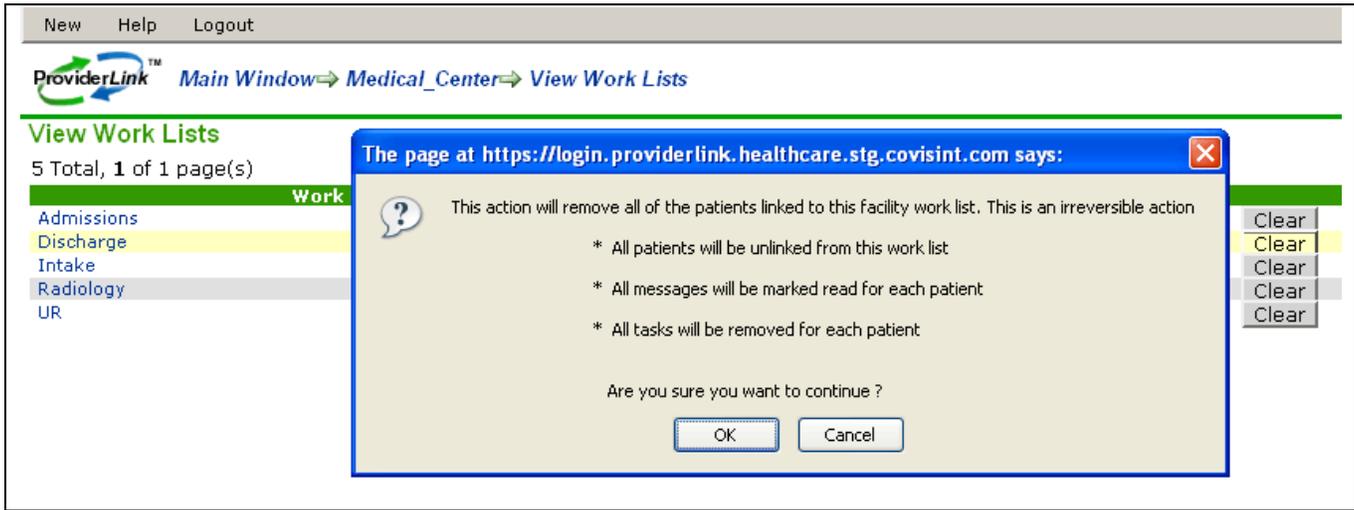
1. Login to ProviderLink.
2. Choose the appropriate *Work List View*, and click **Submit** to go to the *Main Window* screen.
3. On the *Main Window* screen, click **Setup** on the menu bar, the *View Main Facility Information* screen displays.
4. On the *View Main Facility Information* screen, click **Work List** on the menu bar. The *View Work List* screen displays.
5. Click the **Clear** button at the end of the row of the work list to be cleared.



6. A *verification window* pops up. Click **OK** to complete the clearing process. This an IRREVERSIBLE action, which results in the following for each patient on this work list:
 - a. patient unlinked from the work list
 - b. all messages marked read **
 - c. all tasks removed **

** If the patient is also linked to other work lists, the patient is unlinked from the work list being cleared, but all messages and tasks are left in their current status on the other work lists (e.g. for message status: Read, Unread, Reply Request).

tip sheet



■ **View Audit Trail Entry of a Patient Cleared from a Work List**

1. On the *Main Window* screen, click on the **patient's name** to go to the *View Patient Information* screen.
2. On the *View Patient Information* screen, in the *Status* section, click **History Items** to go to the *Message History* screen.
3. On the *Message History* screen, click **Audit Trail** on the menu bar to go to the *View Audit Trail* screen.
4. On the *View Audit Trail* screen, the audit trail entry lists the date/time, user name, patient, and action taken.

