

### tip sheet



# **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.

ProviderLink <sup>™</sup> Main Window⇒ ProviderLink⇒ View Work Lists										
View Work Lists										
12 Total, <b>1</b> of 1 page(s)				0000						
Work List Name ≑	Status ≑									
Admissions	Active	Inactivate	Clear							

- 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

New Help Logout		
ProviderLink <sup>™</sup> Main Window⇒ N	Aedical_Center⇒ View Work Lists	
View Work Lists 5 Total, 1 of 1 page(s)	The page at https://login.providerlink.healthcare.stg.covisint.com says:	
Work Admissions Discharge Intake Radiology UR	This action will remove all of the patients linked to this facility work list. This is an irreversible action	Clear Clear Clear Clear Clear

### 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.

Print	Help	Logout							
ProviderLink <sup>™</sup> Main Window⇒ Toms, David⇒ History⇒ Audit Trail									
View Audit Trail for Patient: Toms, David			Ir	In this example, the audit trail entry shows patient					
7 Total, 1 of 1 page(s)				was removed from the UR work list.	0000				
Date	е 🗘 👘	User Name 🗘	Patient 🗘		V	Audit Entry ≑			
07/24/20 8:44 AM	008	Kate Miller	Toms , David	Work list Updated.	Řem	oved {UR} Revised list: {Intake}			