

### **Quick Reference Guide – Collaborative Worklist navigation.**

### **List View**

1: Displays the number of records in the list.

2: If the worklist is more than one page long, up to seven-page numbers are displayed. You can use the right and left arrows to navigate through worklist pages. Alternatively, you can go directly to a page by selecting one of the page numbers or entering the page number in the text field.

3: In the search box, enter the following details to find a patient from the list using the following:

- PatientID
  - or
- First Name or Last Name or Middle Name

Share     This list o     Filter Lis     Primary s	ed with contai	h 2 user(s) ins patient <b>V*</b> g: Name	ays List 푸 , 2 group(s)   s with similar names.							+ <u>°</u>	≗. Ĉ ;
	C									test	× Q
			Name 🕆	NHS Number	P1 Current LOS	P2 Current LOS	P3 Current LOS	Current Pathway	Date Referral Received	Hospital	Ward
	:	2	TESTER, RODNEY	446 243 9562 [NHS]				Pathway 1		University Hospitals Bristol	test for oo p
	:	2	Testpatient, The	888 888 8888 [NHS]				Pathway 3			
	:	2	• Xxtestpatientaidz, David					Pathway 2			
	:	2	• XXTESTPATIENTAIDZ, DONOTUSE					Pathway 1			
	÷	2	ZZTEST, DICK					Pathway 3			
	÷	$\swarrow$	• ZZZTEST, ARTHUR					Pathway 2			
	:	2	• Zzztest, Seven					Pathway 3			
	:	2	• ZZZTEST, STREAMLINE					Pathway 3			
1 - 8 of 8	3 reco	rds				1 2	Go to page 🛛 <	1 • >			•
	1						2				

2

#### Mini-context view

• In a patient's row. Select the expand icon to launch the patient in the mini-context window.

		s), 2 group(s)							
list conta	ains patien	ts with similar names.							
er List	<b>Y</b> *								
	ng Name								
ent(s) of 6	4 match th	is filter criteria							
- c	2								
		Name †	NHS Number	P1 Current LOS	P2 Current LOS	P3 Current LOS	Current Pathway	Date Referral Received	
	2	TESTER, RODNEY	446 243 9562 [NHS	1			Pathway 1		
	2	Testpatient, The	888 888 8888 [NHS	1			Pathway 3		
	2	• Xxtestpatientaidz, David					Pathway 2		
	2	• XXTESTPATIENTAIDZ, DONOTUSE					Pathway 1		
	2	ZZTEST, DICK					Pathway 3		
	2	• ZZZTEST, ARTHUR					Pathway 2		
	27	• Zzztest, Seven					Pathway 3		
	2	- ZZZTEST, STREAMLINE					Pathway 3		

• In the mini-context window, you can navigate to the previous/next patient and expand the window on the list by using the icons below:

TESTER, RODNEY MICHA           1127165993         30-Aug-1955 (68y)		<	>	2	×
NHS Number	446 243 9562 [NHS]				Î
P1 Current LOS					
P2 Current LOS					
P3 Current LOS					
Current Pathway	Pathway 1 🖋				
Date Referral Received	1				
Hospital	University Hospitals Bristol 🖋				

# • You can edit some fields by clicking on the pencil icon.

TESTER, RODNEY MICH	HAEL
1127165993 30-Aug-1955 (68y)	Male
NHS Number	446 243 9562 [NHS]
P1 Current LOS	
P2 Current LOS	
P3 Current LOS	
Current Pathway	Pathway 1 💉
Date Referral Received	/
Hospital	University Hospitals Bristol 💉
Ward	test for oo patier t 💉
Acute Admission Date	/
LA Case Identifier	1
Local Authority	NSC 🖋
Infection control	ø
Infection control comments	1

# Navigating List in Patient Record View

lcon	Purpose
×	The <b>Close</b> icon allows you to close the patient details and return to the screen that you were viewing prior to putting a patient in context.
	The <b>Context List</b> icon displays the list of patients from the same page where you selected the current patient you are viewing. You can select another patient from this list.
<	The <b>Previous</b> icon lets you view the details of the patient in the list prior to the one you are currently viewing. This icon is disabled if you are already viewing the first patient in the list.
>	The <b>Next</b> icon lets you view the details of the next patient in the list from the one you are currently viewing. This icon is disabled if you are already viewing the last patient in the list.

#### Icon Purpose

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The **Previous** icon lets you view the details of the patient in the list prior to the one you are currently viewing. This icon is disabled if you are already viewing the first patient in the list.

ADDRESS 4 Alburys, Wrington, BRISTOL, BS40 5NZ	O NO KNOWN RESPECT / END OF LIFE RECORD	O NO KNOWN SAFEGUARDING ALERTS		NHS NO: 446 243 9562 TRACED AND VERIFIED TESTER Rodiney Michael (Male / 68y.)	c	
Care Network 52 Timeline Ument View wing All Mark All As Read up by Caregory Sort By Date sembaards temographics vert Summary aboratory Results on Feedback to Connecting Care	GP Records Medications Consent Status Up Consent Status Up Person Summary Care Network In COVID-19 Risk Category No items No items	Mental Health Combined	CICB Enrolme     CICB Enrolme     Alerts & Haz     No items	(Female / 54y) NHS NO: 999 041 1042. XXTESTPATIENTAIDZ David MdIname (Female / 46 years) (DECEXENT)		
Jazz Quality Feedback IP Record (11 / 11) Integrated Urgent Care (2 / 2)	General Practice 1 item Mendip Vale Medical Practice Langlord Suppry, Pudding Re Lane, Bristo Aron, 8540 SEL	General Practice     General Practice     General Practice     General Practice     General Practice     Severnside Integrated Urgent	<ul> <li>Social Care 5 No items</li> </ul>	2227EST Seven ( Male /53 years ) @URENDED 222TEST Streamline ( Female /69y ) There are more items in this list Please return to the original list to view more.	pre.	

## For more information & support contact your local IT Helpdesk.