



Be the Difference.

# Worklist Filters

## Douglas Moore Resident Clinic

This job aid provides guidance for using the Douglas Moore Resident Clinic worklist filters in UHCare Ambulatory.

### The Douglas Moore Worklist

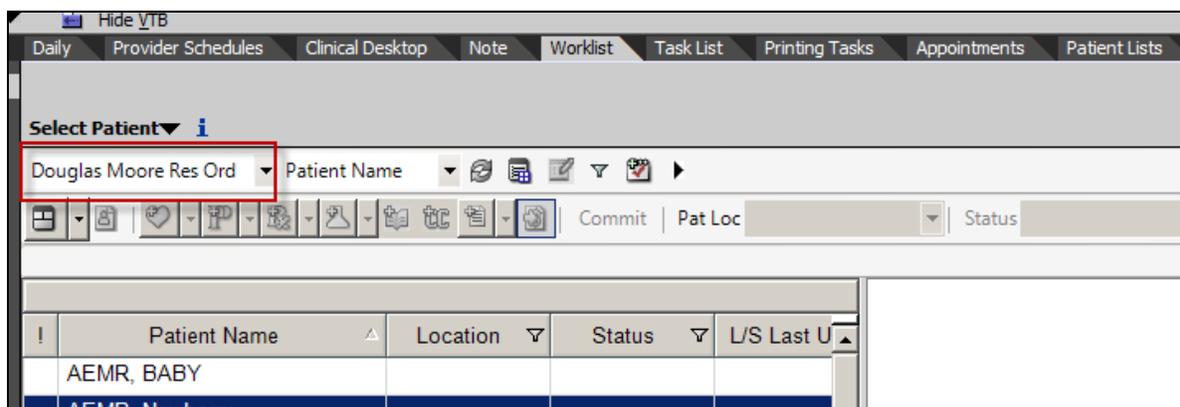
When orders are entered electronically while logged into the Douglas Moore site, results and medications can be accessed by all Douglas Moore users on the Worklist.

**Note** ► Orders entered on paper or those entered while a resident was signed into a non-Douglas Moore site, will not drop to this worklist.

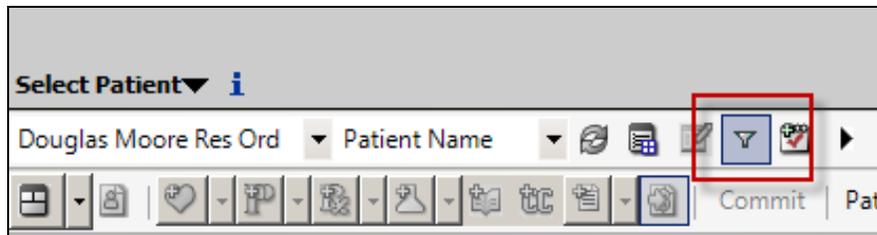
The Douglas Moore list is set to pull all results entered by the residents to this list. Filters can be set to see only a resident's particular team.

### Setting Filters

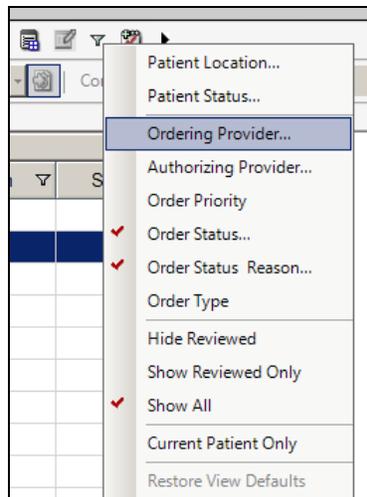
1. From the **Worklist** tab, select the **Douglas Moore** worklist.



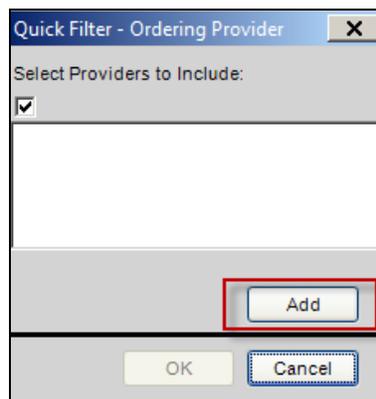
2. From the Worklist toolbar, select the filter icon.



3. From the filter menu select, **Ordering Provider**.

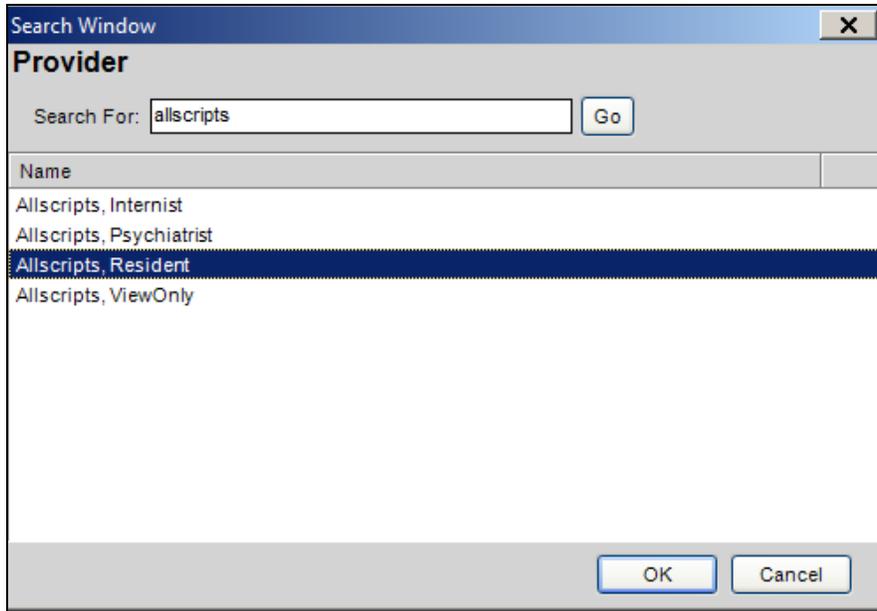


The **Quick Filter** window displays.



4. Select **Add**.

 The **Search Window** displays.



Search Window

**Provider**

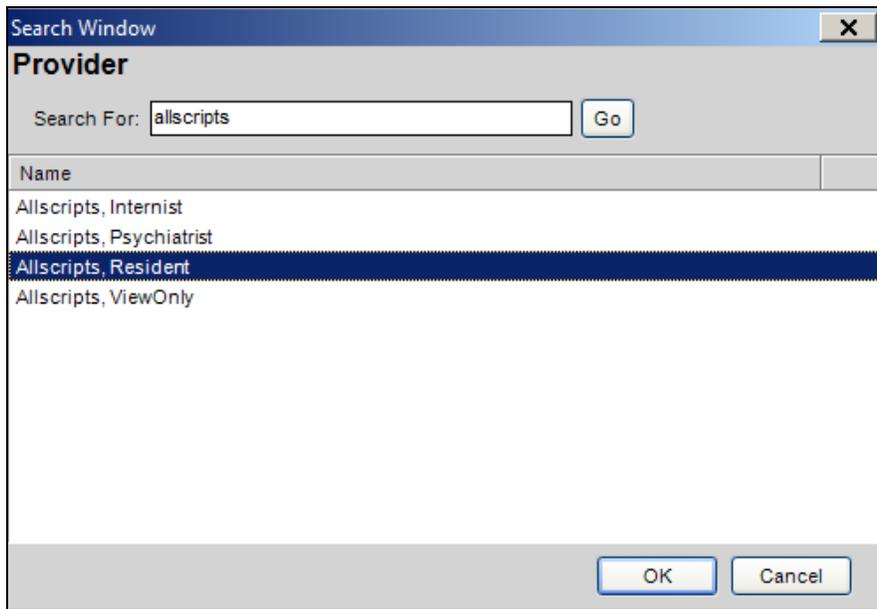
Search For: allscripts Go

Name

Allscripts, Internist  
Allscripts, Psychiatrist  
Allscripts, Resident  
Allscripts, ViewOnly

OK Cancel

5. In the Search For field, type the last name of one of the Residents on your team
6. Click **Go**.
7. Highlight their name from the list.



Search Window

**Provider**

Search For: allscripts Go

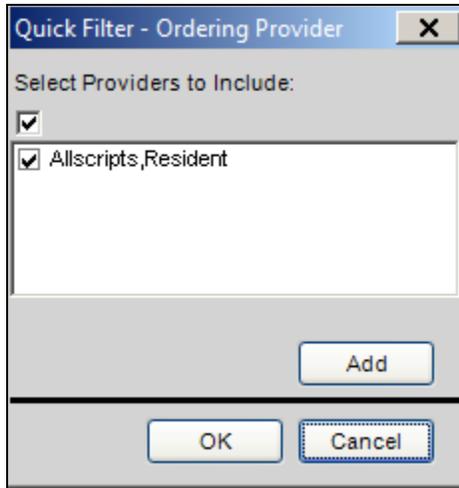
Name

Allscripts, Internist  
Allscripts, Psychiatrist  
Allscripts, Resident  
Allscripts, ViewOnly

OK Cancel

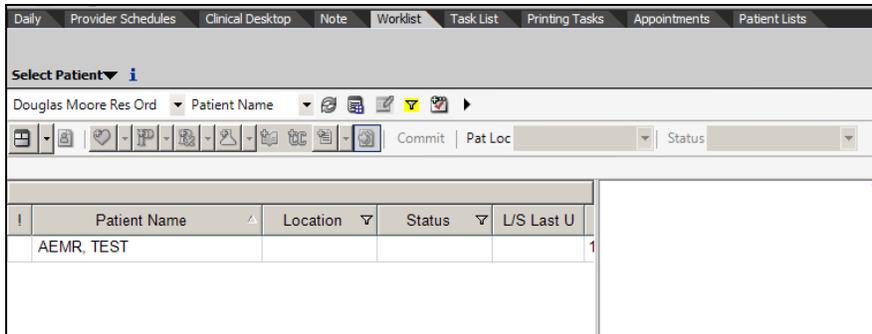
8. Click **OK**.

- ☞ The resident's name displays in the Quick Filter.



- 9. Repeat steps 4-6 to add the rest of your team, including yourself.
- 10. Once the entire team has been added, click **OK** on the quick filter.

- ☞ Only the results/medication authorizations for the selected residents display.

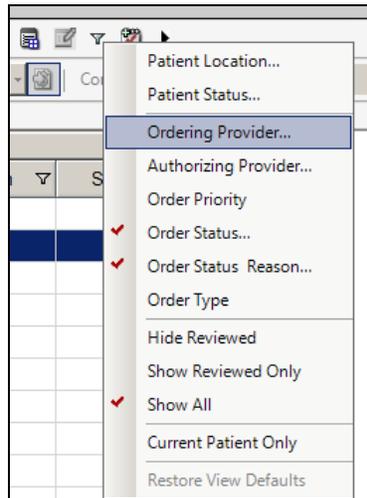


**Tip** ▶ You will notice that your filter icon has now turned yellow to indicate that a filter is set.

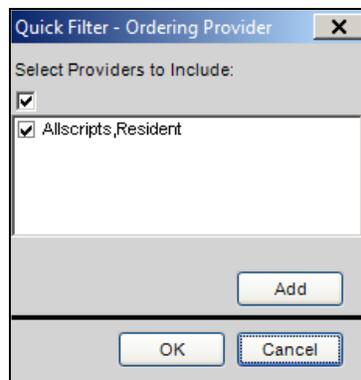
## Managing Filters – Box Coverage

This section will discuss how to manage filters when assigned to the Box and you need to see the results for other teams.

1. From the **Worklist** tab, select the yellow filter icon.
2. From the filter menu, select **Ordering Provider**.

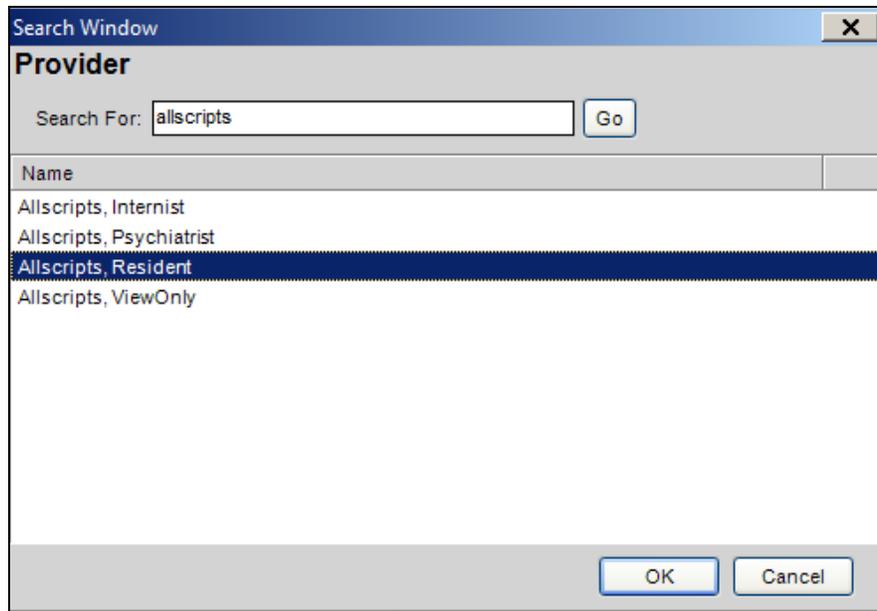


-  The **Quick Filter** window displays.



3. Click **Add**.

 The **Search Window** displays.



4. Search for and add the members of the team you are covering for while on box.

**Note ►** ***Do NOT uncheck the members of your team.*** This will remove them completely from your list and you will have to re-add them.

5. Once finished click **OK** to return to the worklist.

6. Manage the items that are now on the Worklist, as needed.

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**Tip ►** When finished, make sure to reset the filter so only your team displays.

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