**Inpatient and Outpatient Program Patient Lists**

The Program Inpatient and Outpatient patient lists display patients that are associated with a specific site program.

**PATIENT LIST - PROGRAM - INPATIENT AND PROGRAM - OUTPATIENT**

This list returns all patients for a specified site program. The list you select will remain available, on the left navigation bar under Patient Lists, Program - Inpatients, or Program - Outpatients, for the duration of your Alberta Netcare Portal session.

1. Select **Patient Lists, Program - Inpatients** or **Program - Outpatients** from the left navigation bar. The first time the program patient list is selected, a Program Popup Search window opens.

2. In the **Program Popup Search** enter the Site and Program Name (optional) and click **Search**. The search is not case sensitive and is more accurate when both names are specified.

   **Note:** If you do not know the Program Name, leave this field blank and click Search. A list of all Program Names for the Site appears from which you can make your selection.

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**Tip:** Printer Friendly Version: At the bottom of every patient list is an option to print the information. Click the Printer hyperlink to print the list.

**Tip:** After My Program, inpatient and outpatient program Lists have been entered under My Details, the home page can be configured to display this information. Click Configure Layout on the bottom left corner of the homepage and select the appropriate windowlet. Selecting the windowlet My Program will display the selection for My Program in My Details.
PATIENT LIST - BY PROGRAM LIST - INPATIENT AND BY PROGRAM LIST - OUTPATIENT

A By Program List can be created if the same site program, or multiple programs, needs to be accessed on a regular basis. For example, a nurse that works on two different programs could create a list to view all the patients in their care. The By Program List needs to be edited in My Details before being able to view patients in this list.

1. Select Common, My Details from the left navigation bar.

2. Scroll down to the Program Lists section. Click the magnify glass to search for the program to be added.

3. In the Program Popup Search enter the Site and Program Name (optional) and click Search. The search is not case sensitive and is more accurate when both names are specified.

   Note: If you do not know the Program Name, leave this field blank and click Search. A list of all Program Names for the Site appears from which you can make your selection.

4. Select Program List A from the Default Program List.

5. Enter a name for the Program List A.

6. Click Add and search for the site and program to be added to the list. When the program name is clicked, the pop up box will disappear. More names can be added by clicking Add again.

7. When the Program List is complete, scroll to the bottom of the My Details page and click Update Preferences.

8. Repeat steps 2-6 to add Program List B if required.

9. To display your program lists, Select Patient Lists, By Program List - Inpatients / Outpatients.

10. Select the Program List from the drop down list to be viewed and click Search.

Tip: Printer Friendly Version: At the bottom of every patient list is an option to print the information. Click the Printer hyperlink to print the list.

Tip: After My Program, inpatient and outpatient program Lists have been entered under My Details, the home page can be configured to display this information. Click Configure Layout on the bottom left corner of the homepage and select the appropriate windowlet. Selecting My Programs will display the selection added to List A and List B in My Details.