Displaying Multiple Patient Selection Lists in CPRS

Did you know that the patient selection window in CPRS can be set to display more than one location at the same time? This can be VERY helpful for providers that work with patients in several hospital locations in the same day, like a primary care clinic and a telephone clinic.

1. Open CPRS and go to the Tools menu → Options

2. Select the Lists/Teams tab (1) at the top then click on the Source Combinations... button (2) under Patient Selection defaults

3. Choose the patient list sources you’d like to have included in your display. Click OK when done.
4. Click on **Patient Selection Defaults**... button (1)

5. Select **Combination** as the List Source. Select the desired Sort Order (**Appointment Date** will help you keep your clinic appointments in order) and the desired date range for appointments. Click on **OK**.

6. Click on **OK** to exit the Options menu. The Patient Selection window will now show the default listing as “Combination.”

*Tips and Tricks found in this update have been reviewed by the Pharmacy Informatics 411 workgroup but are not officially approved. Users should use caution when implementing any Tip and Trick and must follow all local policies and procedures. Older Tips and Tricks postings can be found on the PBM Informatics Moodle site at [Pharmacy Informatics Tips & Tricks](http://vapharmacytraining.remote-learner.net/course/view.php?id=182)*