The Patient List contains the patient census in Cerner but is dependent on the selected location or assignment. The Patient List can be customized to each user’s role.

**Creating a Patient List**

1. Click on Patient List on the tool bar

2. Select List Maintenance icon on the Patient List Toolbar
   a. Modify Patient Lists screen appears

3. Click the button and select Location from the Patient List
   a. Click

4. Expand University Medical Center or your specific location by clicking the plus sign

5. Select the location you want
   a. Name it the way you want it to appear
   b. Click Finish
6. New list will appear in **Available Lists**
   a. Move over to **Active Lists** by clicking
   b. To remove from Active Lists click
   c. To set location as first tab on Patient List, move up or down on Active Lists with arrows

**Customizing the Patient List**

1. To add or remove columns, click the **Customize Columns** icon on the Patient List Toolbar

2. From the Available Columns, select the category you would like to add to the patient list
   a. Use Blue Arrow to move your selection to Existing Columns
   b. Use Blue Arrow on the right to move selection to the desired position on Patient List
   c. Click the floppy disk to save the changes made.