

Finding the unit and searching for patients

Overview/Purpose: To demonstrate steps for locating the unit in Epic and searching for patients.

Finding your unit in Epic

1. Go to **System Lists** folder

2. Click on the **Units** folder

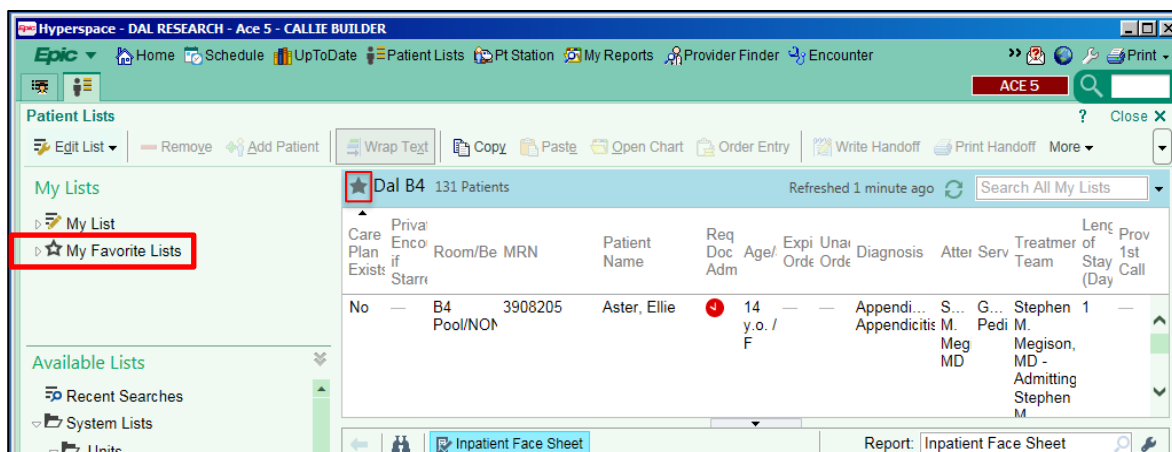
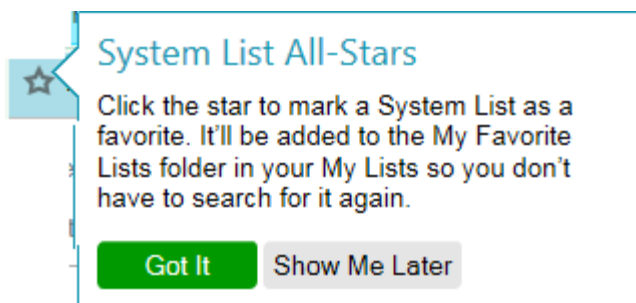
3. Find your unit

The screenshot displays the Epic Hyperspace interface. The top navigation bar includes 'Epic' and various tool icons. The main content area is divided into 'My Lists' and 'Available Lists'. The 'Available Lists' section shows a tree view of folders: 'System Lists' (highlighted with a red box and '1'), 'Units' (highlighted with a red box and '2'), 'Access Center', and 'Anticoagulation Services'. The 'Units' folder is expanded to show a list of units: 'Dal B4' (highlighted with a red box and '3'), 'Dal BP5', and 'Dal BS5'. A green message box in the center of the main area states 'This list has no patients.' The bottom right corner shows a report titled 'Inpatient Face Sheet'.

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Placing a unit as a Favorite in My Lists

1. Click the star to mark the unit as a Favorite



Finding a patient

1. Go to Patient Station
2. Search for patient by using desired field e.g. **Name/MRN**

