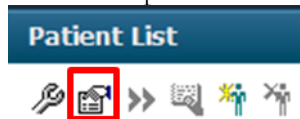
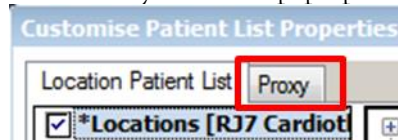


## *How to . . .* Given someone access to the GICU referrals Patient List in Cerner (iCLIP)

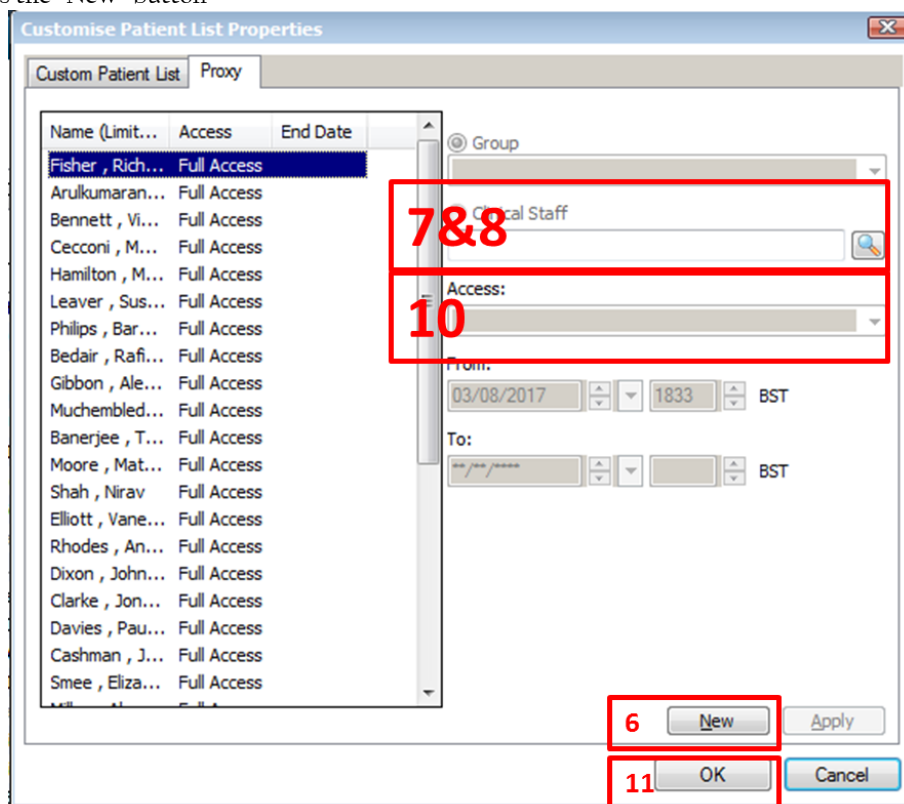
1. Login to Cerner
2. Goto your Patient Lists
3. Select the GICU referrals list
4. Click on the “Properties” button [second from the LEFT see screenshot below]



5. Choose the “Proxy” tab in the pop-up “Customise Patient List Properties” window



6. Press the “New” button



7. Click in the “Clinical Staff” box, type the “surname, initial” of the person you want to add
8. Click on the magnifying glass button
9. This brings up another pop-up window called “Clinical Staff Selection”. Find the person in the list and double click on their row. This should take you back to the “Customise Patient List Properties” window. NOTE many staff have 2 entries, their job title and a “Co-sign”. SELCET the job title row NOT the “Co-sign”
10. From the “Access” pull down menu select “Full Access”
11. Press the “OK” button.
12. The GICU referrals patient list should now be visible in the “Available lists” box in the “Modify Patient Lists” pop up window of the person you are giving access to. They can access this (having logged into Cerner themselves) by pressing the Spanner button [first on the LEFT see first screenshot above]. Then, all they have to do is click on the GICU referrals list to highlight it, then click on the RIGHT highlighted arrow button to move the list into their Active lists.