Building Cover in PCM

Quick Reference Guide

This functionality is used to build inpatient cover lists, and update both rounds lists and messages in PCM.

Note: The covering physician must be the provider who constructs the covering patient lists using "Build Cover".

This document includes:

1) Build Provider Cover

2) Remove Provider Cover

3) Build Favorite

4) Remove Favorite

5) Build Cover by Group

6) Build Cover by Location

Build Provider Cover

1. Click `Build Cover` in the *Patient Lists* panel.

2. Click `Provider` and type the name of the physician you are covering in the "Provider" field (e.g.Clark, Virginia).

3. Press *Enter* to add the provider's name to the *Inpatient Cover List.*
   3.1 **Note:** To add additional providers to *Build Cover List,* repeat steps 2 and 3.
4. Click `Save` to display the selections on the current coverage list.

Remove Provider Cover

1. Use to `Reset List` remove all existing selections and press "Save"
   Note: Remove individual providers/groups/location from a list by removing checkmark by the name.

Build Favorite

1. Click `Save as Favorite` to add the current selection to your favorites list.
2. Type a name to define the cover list in the "Favorite" field and press `Save`

Remove Favorite

1. Click `Delete Favorites`
2. Check the items you wish to remove and click `Delete`

Build Cover by Group

1. Click `Group` to view different physician groups.
2. Check the provider group you are covering and click `Save` to display the selection.

Build Cover by Location

1. Click `Location` to build cover for patients in specific location.
2. Select the facility and location and press `Save` to display your selection.