**Creating A Patient List in Epic**

1. Click on icon (person with 3 lines next to it) in top left corner
2. Under “Patient Lists”, click “Edit List”
3. Select "Create My List"
4. In the “Name” field, type in a name for the list (ex. "High Risk List")
5. You can select which columns of data you would like to appear on the list, by highlighting the column you want and clicking on “Add Column”
6. The columns you chose will now appear in the “Selected Columns” section.
7. You can rearrange your columns using the arrow icons displayed.
8. To add your IBD Team as users, go to the “Advanced Tab” and type in the name of the users you would like to have access to the list within the “User” field. Select the Access Level for the users. Click “Accept.”
9. Once the list is completed, you can manually add patients to it.