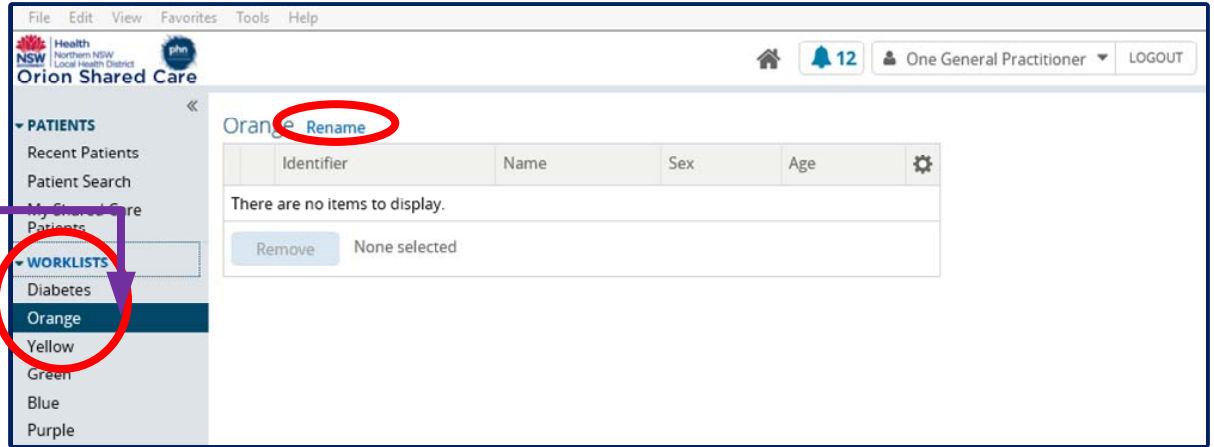


Any user of the Shared Care Tool can group their patients into worklists. Worklists are available from the Web Shared Care Portal. There is a limit of 100 patients per worklist.

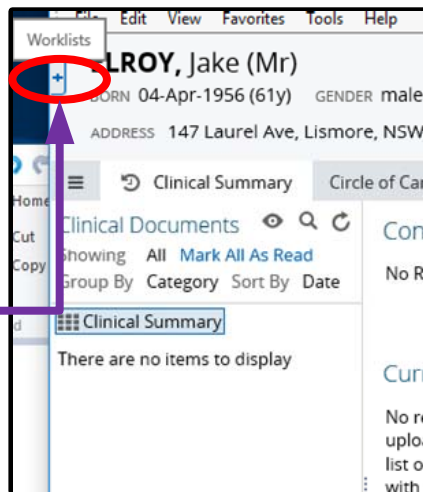
1. Log into Web Portal: <https://orion.nswlhd.health.nsw.gov.au>

2. Worklists can be renamed. To do this click on **Worklists** → **click on group** → **click rename**.

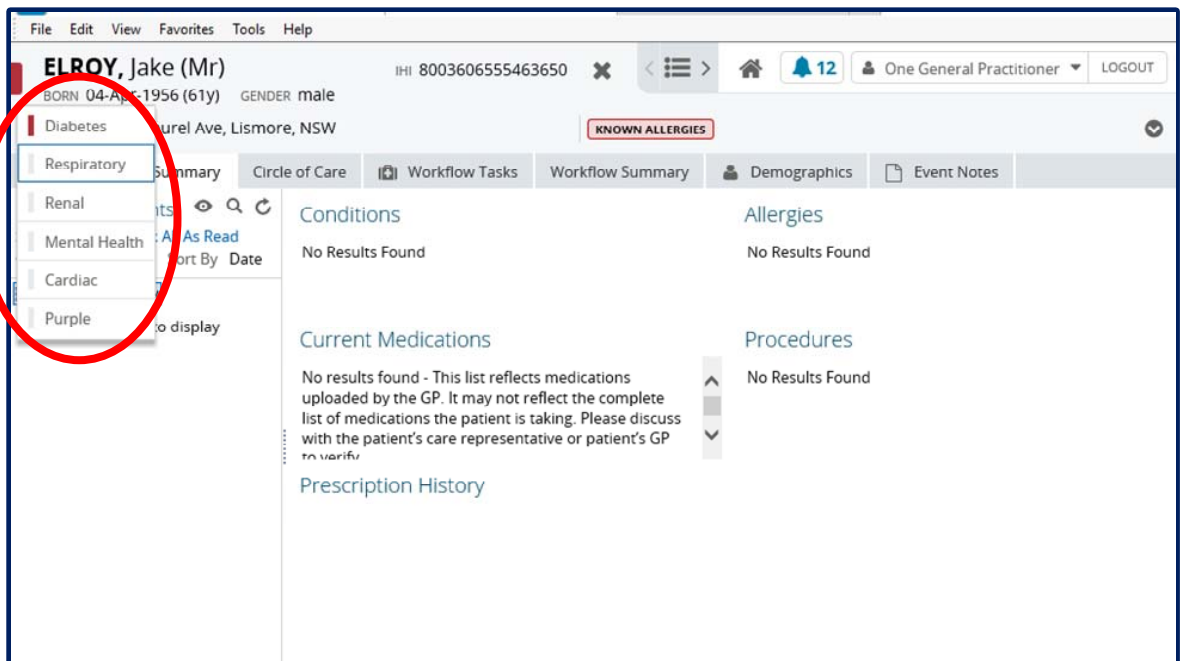


4. Groups can be named as anything, i.e. Mental Health, Cardiac, Respiratory, invites from Dr xxx etc.

5. Open patient in Web portal and **click +** button to open up worklists to add to.



6. Add the patient to a worklist by **clicking the name**. They will be assigned to the worklist when a coloured box appears next to the name.



7. Patients can be added to multiple worklists. **To remove** a patient from the worklist, with the patient file open simply **re-click worklist name**.