RESET YOUR PATIENT LIST
IF YOUR PATIENTS ARE NOT APPEARING IN YOUR LISTS OR YOUR LISTS ARE NOT APPEARING CORRECTLY IN YOUR MY LIST

1. In Patient Lists, right click and delete EVERY list that appears in the My Lists section.
2. When you are finished, the section should look like this.
3. Log out of Epic.
4. Log back in to Epic.
5. The default lists for your login department appear in the My Lists section.

If the lists are still not correct, CHECK YOUR LOGIN DEPARTMENT. Repeat the steps above and, when logging back in, select the proper department.

NOTE: When in doubt, Close it Out (Log Out).