

# How to Pre-Assign nurses

Follow the steps below on how to pre-assign nurses



## Try It Out

1. When Charge Nurse log onto Epic, they will highlight the patient they want the nurse to care for
2. Then, they will click the Pre-Assign button from the Patient List workspace, select the role, then the provider they want to pre-assign
3. Now, when the nurse logs in and clicks Sign In, he/she will automatically see that patient selected

**Patient Lists**

My Lists: My Unit (21 Patients)

Available Lists: Recent Searches, System Lists, Huntington Beach Hospital, La Palma Hospital, West Anaheim Medical Center, Recently Discharged - OC

Patient Location	Unit	Room/Bed	Patient Name/Age/Sex	APACHE IV HM NON-CABG	Problem	Code Status	Unacknowledged Orders	Signed/Help	Med Overdue / Pending	New Rslt Flag	New Notes	Reassess Pain	Admit Req Doc	Shift Req Doc	Disch. Req Doc	Total	Critical Med	S/H	Pend Ord
LPIH CATH LAB	LPIH MED SURG	302/302-02	Cupid, L (32 y.o. F)		None	Not on file										2			
LPIH INTERV. RADIOLOG.	LPIH MED SURG	302/302-01	Cupid, L (32 y.o. F)													0			
LPIH MED SURG	LPIH MED SURG	314/314-01	Test, O (31 y.o. F)													2			
LPIH MED SURG	LPIH MED SURG	307/307-03	Ramos, J (26 y.o. F)													7			
LPIH MED SURG	LPIH MED SURG	305/305-02	Training, A (38 y.o. F)													0			
LPIH MED SURG	LPIH MED SURG	317/317-02	Willow, T (32 y.o. F)													6			
LPIH MED SURG	LPIH MED SURG	318/318-02	Cadence, V (26 y.o. F)													7			
LPIH MED SURG	LPIH MED SURG	306/306-01	Beaker, A (23 y.o. F)													0			
LPIH MED SURG	LPIH MED SURG	322/322-02	Test, B (32 y.o. F)													2			
LPIH MED SURG	LPIH MED SURG	317/317-03	Willow, T (32 y.o. F)													7			
LPIH MED SURG	LPIH MED SURG	322/322-01	Test, D (26 y.o. F)		Pain	FULL										5			

**Pre-Assign Providers**

Choose the providers to assign for the next shift

Filter providers by:

☐ Schedulable departments ☐ Sign In departments ☐ None

Provider	Role
	Registered Nurse

Pre-Assign Cancel