Adding Pathways Icons to the APeX Schedule and Pt. Lists

For UCSF Surgery providers and Prepare providers

Pathways in APeX allow orders to follow a patient through the continuum of care. Patients with Pathway orders are indicated in the Schedule and in Patient Lists by a yellow Pathways icon: 🟡

A one-time setup, however, is needed to add this icon to your APeX views.

To add the Pathway icon to your Schedule:
1. Click on the Schedule tab, on the upper left under the Epic button.
2. Expand the “My Schedule” folder and right-click on the folder with your name.
3. Click Properties.
4. On the left, under “Available Columns”, scroll down and click on Pathways.
5. Click Add.
6. On the right, use the up arrow to move the Pathways column near the Pt. name.
7. Click Accept.

To add the Pathway icon to your Patient Lists (surgical providers only):
1. Click on the Patient Lists tab, second from the left just below the Epic button.
2. Right-click on your “My Patients” list (or whatever list you use).
3. Click Properties.
4. On the left, under “Available Columns”, scroll down and click on Pathways.
5. Click Add.
6. On the right, use the up arrow to move the Pathways column near the Pt. name.
7. Click Accept.