EMR Quick Reference Guide

Using the Multipatient Task List – Clerical

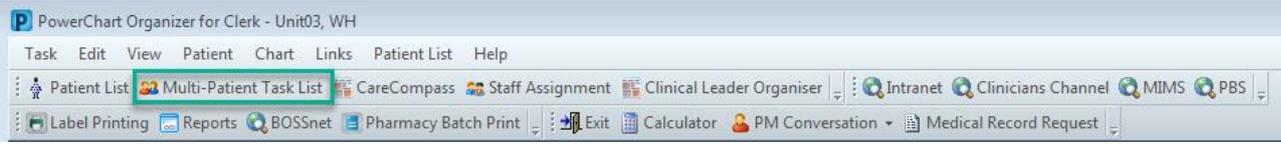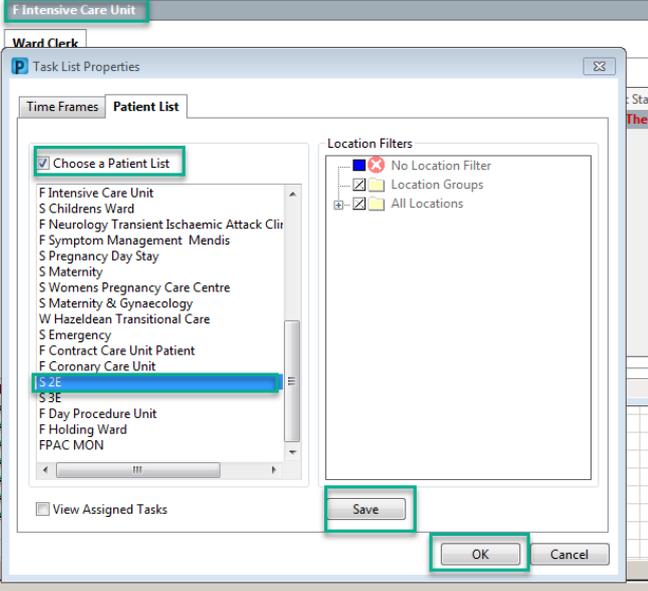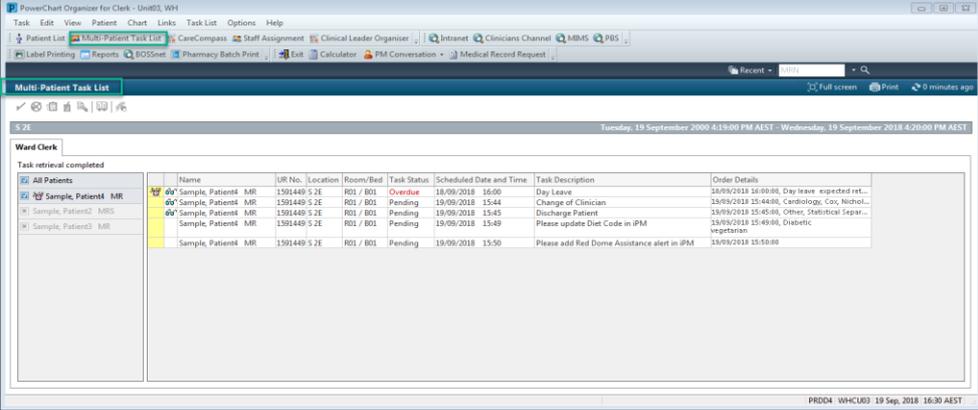This quick reference guide has two sections:

1. Explains the types of tasks that display on the Multi-patient task list (MPTL) and the task process rules.
2. Instructs how to view and action a task using the Multi-patient task list (MPTL).

1. Task Types and Process Rules

The table below diplays tasks orders entered by clinical staff (blue section of table below) and listed in the green section of table below is how a task displays in the MPTL for the ward clerk and the task processing rules.

EMR Orders			Tasks on MPTL - Ward Clerk	
Order display	Ordered by	Purpose	Task display	Task Processing Rules
Change of Clinician	Medical	• Record of acceptance of care • Notify clerical staff to update data in iPM (updates EMR display)	Change of Clinician	• EMR Order placed by clinical staff • Clerk receives order as task, updates iPM • Task is ticked as chart done in EMR.
Medically Clear for Discharge	Medical	• Record that patient is medically clear for discharge • Notify clerical staff to support discharge preparations such as transport, clinical documentation.	Discharge Patient	• EMR Order placed by clinical staff • Clerk receives order as task, prepares clerical requirements for discharge. • EMR task remains open. • Patient discharges from hospital • Clerk updates iPM (no need to tick as chart done in EMR as task will remove from list on discharge)
Day Leave Day Leave (Social Leave) Day Leave (Weekend Leave) Day Leave (Overnight Leave)	Medical Nursing Allied Health	• EMR Record of Leave request • Notify clerical staff to enter Leave data into iPM.	Day Leave	• EMR Order placed by clinical staff with Leave location, event, accompanying carers, start time and if known, end time. • Clerk receives order as task, updates iPM. • EMR task remains open • EMR Order modified by clinical staff - patient return • Clerk views modified order, updates iPM. • Task is ticked as chart done in EMR.
Red Dome Assistance (Under Non Categorised view)	Nursing Allied Health	Transcribe into iPM – for DHHS Reporting.	Please add Red Dome Assistance alert in iPM	• EMR Order placed by clinical staff • Clerk receives order as task, updates iPM • Task is ticked as chart done in .

2. How to View and Action a Clerical Task using the Multi-Patient Task List

Step	Process
1.	**Open Multipatient Task list screen** • Click on Multi-patient Task List on the menu bar in the Powerchart organiser window.
2.	**Set task list** • Right-click customised view (e.g. Intensive Care Unit) in the grey ribbon bar • Tick 'Choose a patient list' • Select a list e.g. S2E Note: if your list is not there go to Patient List screen and create a list (to create a Patient List refer to Quick Reference Guide – Access and Set Up – Creating Patient List). • Click Save and then OK. • The Multipatient Task list will display all tasks for your selected list e.g. S2E
3.	**Check the timeframe displayed to view your tasks**

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Note: If the [(no time frame defined)] **is listed in your grey ribbon bar do not adjust the timeframe. If this is not displayed please follow the instructions below.**

- Right-click timeframe in grey ribbon bar
  - Tick radio button in first box **Generic Time Frame**
  - Set the range in bottom box to a future year
  - Click OK
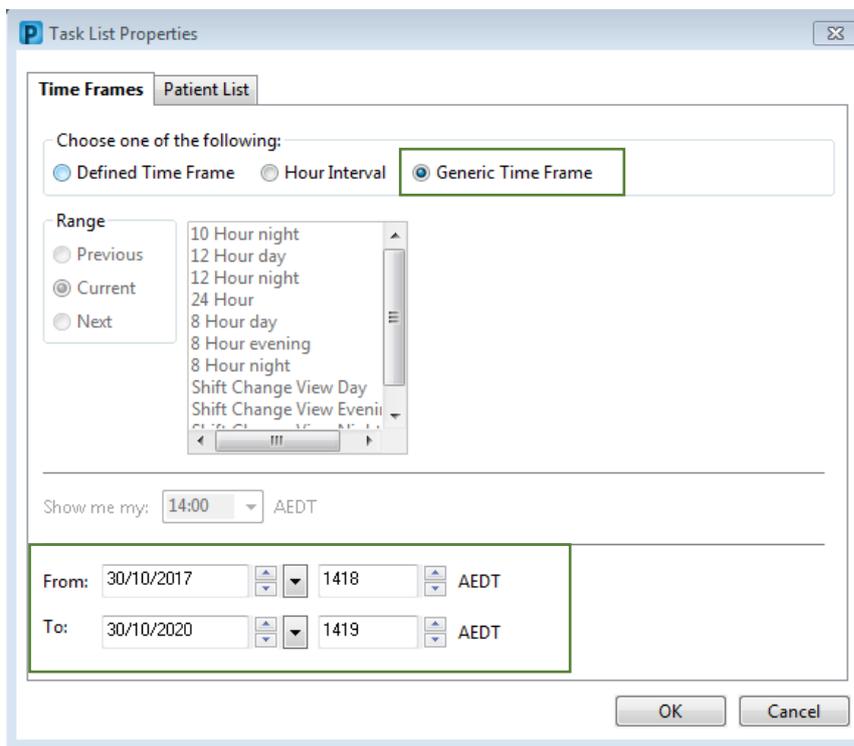
4.	**View all Tasks**
	- Tick 'All Patients'
	- All patient tasks under S2E will be displayed
	- The box below shows all patients on the S2E list, the greyed out patient names
	[Sample, Patient2 MRS] do not have a task.
5.	**Read task**
	In this example, a patient has been scheduled for day leave on 18/09/18 starting at 16:00. A note has been made that the patient is attending a family function and is expected to return at 22:00.
6.	**Enter Task into iPM**
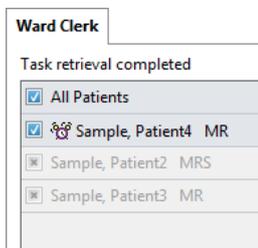
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Open iPM, In this example we are adding a Transfer (Leave) into iPM from EMR task.
Click OK

7.	**Complete Task as per Rules (refer to table on page 1)**

Once task is completed in iPM, go back to EMR Multipatient Task List

- Right click task you have completed to open drop down menu
- select 'Chart Done'
- A window will pop up, click OK
- Task will show a green tick in the yellow column of the Multipatient Task List

Name	UR No.	Location	Room/Bed	Task Status	Scheduled Date and Time	Task Description	Order Details
✓ 👓 Sample, Patient4 MR	1591449	S 2E	R01 / B01	Complete	18/09/2018 16:00	Day Leave	18/09/2018 16:00:00, Day leave expected return 22:00, Family Event

NOTE: If you tick the incorrect task as done you cannot undo it. You will need to view the task in the Patient's Chart under 'Orders' (located in the main table of contents) after you have performed the next step.

8.	**Remove Task**

Click refresh button , task will drop off list.

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