



EMR Quick Reference Guide

Access and Set Up – Creating Multipatient Task List

The **Multi-Patient Task List (MPTL)** is primarily used by Allied Health Staff, Coordinators, Community Services and Clinical Nurse Consultants to identify a list of patients who have had orders or referrals made on their EMR.

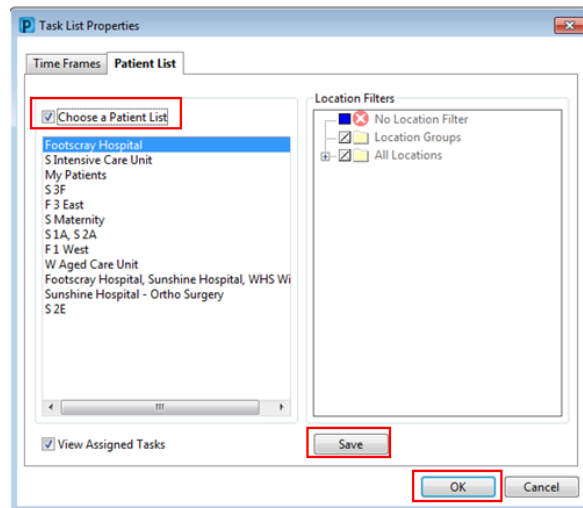
The **MPTL** is patient list derived so therefore, specified patient lists must be created before **MPTL** is utilised. A **MPTL** can also be created for an entire site as long as the correct filters (discharged criteria and encounter types) are in situ to prevent the inclusion of all site patients who have been discharged.

1. Once the relevant Patient Lists have been created, click on **MPTL** in the top menu bar.
2. To select a patient list, right mouse button click over **Assigned Tasks** and then select **Customise Patient View**
3. Place a tick in Choose a Patient List and select specific list. Then, Click on **Save** and **OK** buttons.

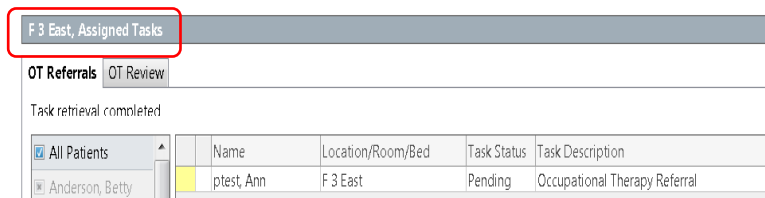
Multi-Patient Task List

Assigned Tasks

Customize Patient View...



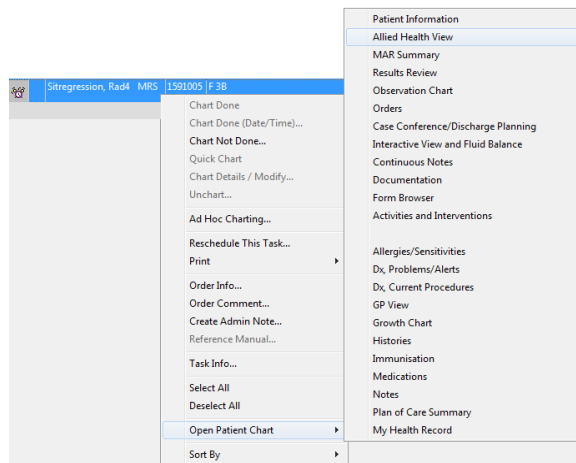
4. It will load the **Multi-Patient Task List** Page with **Referrals** tab as default selected. For the **Review** tab, you need to select a patient list again by repeating the steps: 2 & 3.



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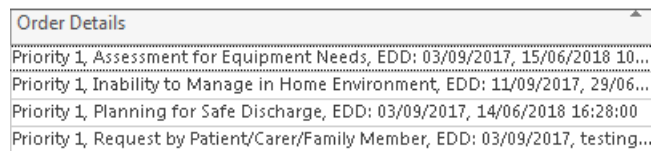
5. Any referral or reviews have been ordered by staff will now display.
Note: to always refresh to get the most up-to-date referrals

6. In the **Referrals** tab, select a patient by right clicking and choose **'Open Patient Chart'** and **'Allied Health View'**. And this navigates to the patient chart to perform all the assessment and review tasks for that patient.



7. Once the patient has been seen by the relevant discipline and a review is ordered, the patient review order will then display under the review tab.

8. To prioritise the list of patients under **Review** tab. Click on the **'Order Details'** column. The same also applies if you want to sort by **Name, Location**, etc. by clicking the relevant column.



9. Do not alter the time frame criteria on the right side of the grey bar. It should stay as no time frame defined.



10. Some logins will display multiple tabs. Select your team or the first letter of your CNC role to find the correct referrals. New and review referral orders will both display on the one tab

