

Access and Set Up – Creating Multipatient Task List (Allied Health, CNC, Community Care Coordinators)



This Quick Reference Guide will explain how to:

Set up a Multi-Patient Task List (MPTL)

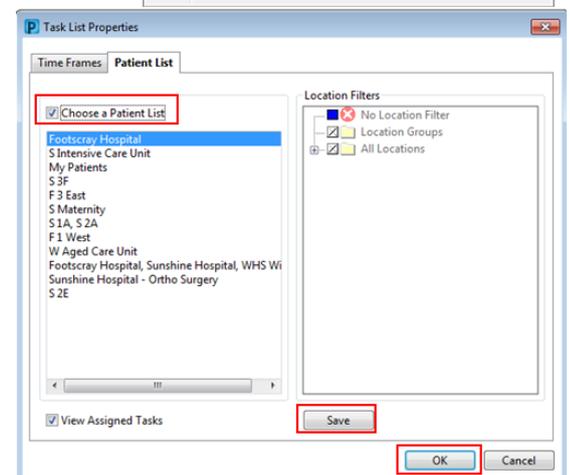
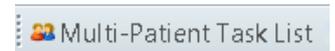
The **MPTL** is primarily used by Allied Health Staff, Coordinators, Community Services and Clinical Nurse Consultants to identify a list of patients who have had inpatient orders or referrals made on their EMR.

Definitions:

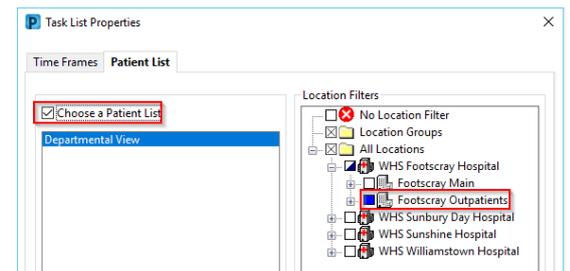
Patient List – An organised and easily accessed list of patients. Patient lists can be built and viewed based on customised criteria, patient location or your provider relationship

Multi-Patient Task List (MPTL) – The MPTL displays tasks for patients in a specific unit or location. 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.



*Orthopaedic Technologists working in outpatient areas will select "Departmental View" and select the relevant outpatient location e.g. (Footscray Outpatients)





- 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.

F 3 East, Assigned Tasks				
OT Referrals		OT Review		
Task retrieval completed				
All Patients	Name	Location/Room/Bed	Task Status	Task Description
Anderson, Betty	ptest, Ann	F 3 East	Pending	Occupational Therapy Referral

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



- 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.

The screenshot shows a context menu for a patient chart with options like 'Chart Done', 'Chart Not Done...', 'Quick Chart', 'Chart Details / Modify...', 'Unchart...', 'Ad Hoc Charting...', 'Reschedule This Task...', 'Print', 'Order Info...', 'Order Comment...', 'Create Admin Note...', 'Reference Manual...', 'Task Info...', 'Select All', and 'Deselect All'. To the right is a navigation pane with categories like 'Patient Information', 'Allied Health View', 'MAR Summary', 'Results Review', 'Observation Chart', 'Orders', 'Case Conference/Discharge Planning', 'Interactive View and Fluid Balance', 'Continuous Notes', 'Documentation', 'Form Browser', 'Activities and Interventions', 'Allergies/Sensitivities', 'Dx, Problems/Alerts', 'Dx, Current Procedures', 'GP View', 'Growth Chart', 'Histories', 'Immunisation', 'Medications', 'Notes', and 'Plan of Care Summary'.

- 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.

- 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.

Order Details
Priority 1, Assessment for Equipment Needs, EDD: 03/09/2017, 15/06/2018 10...
Priority 1, Inability to Manage in Home Environment, EDD: 11/09/2017, 29/06...
Priority 1, Planning for Safe Discharge, EDD: 03/09/2017, 14/06/2018 16:28:00
Priority 1, Request by Patient/Carer/Family Member, EDD: 03/09/2017, testing...

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



- 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

