## Administration - Using the Multipatient Task List - Clerical



Digital Health Quick Reference Guide

## This Quick Reference Guide will:

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



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

Sten	Process
1	Onen Multinatient Task list screen
	open multipatient rask hat seleen
	Click on Multi-patient Task List on the menu bar in the Powerchart organiser window.
	PowerChart Organizer for Clerk - Unit03 WH
	Task Edit View Patient Chart Links PatientList Help
	🔅 🖗 Patient List 🙀 Multi-Patient Task List 📲 CareCompass 🙀 Staff Assignment 🎬 Clinical Leader Organiser 💷 😧 Intranet 🔞 Clinicians Channel 🔇 MIMS 🕲 PBS 💷
	🕞 Label Printing 🚍 Reports 💿 BOSSnet 📳 Pharmacy Batch Print 💷 🏄 Exit 📓 Calculator 🔒 PM Conversation 👻 🗈 Medical Record Request 💷
2.	Set task list
	Right-click customised view (e.g. Intensive Care Unit) in the grey ribbon bar
	<ul> <li>Tick 'Choose a patient list'</li> </ul>
	• 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.
	F Intensive Care Unit
	Ward Clerk
	I ask List Properties
	Time Frames Patient List
	Choose a Patient List
	F Intensive Care Unit
	S Childrens Ward B-Z All Locations
	F Symptom Management Mendis S Pregnancy Day Stay
	S Maternity S Womens Pregnancy Care Centre
	S Maternity & Gynaecology W Hazeldean Transitional Care
	S Emergency F Contract Care Unit Patient
	F Day Procedure Unit
	FPAC MON
	View Assigned Tasks Save
	OK Cancel
	The Multipatient Task list will display all tasks for your selected list e.g. S2E
	PowerChart Organizer for Clerk-Unit(), WH
	A Patient Lin 🖉 MARPROTEIN That That "Concession as see Staff Analogoment (School Leader Organiser); Clinical Leader Organiser); Clinical Leader Organiser; Clinical Leader Organiser; Clinical Leader Organiser; Clinical Leader Organiser; Medical Record Request; Clinical Leader Organiser; Clinical Leader Organiser; Clinical Leader Organiser; Pharmacy Batch Print; Clinical Leader Organiser; Pharmacy Batch Print; Clinical Leader Organiser; Pharmacy Batch Print; Pharmacy Batch
	الله Recent - 1001 - حر Multi-Patient Task List (أرأ الله Screen الله عنه) المحالي ا
	× 8 音 音 鳥 (単) 病 S2E Tuesday, 19 September 2000 4:19:00 PM ASST-Wednesday, 19 September 2018 4:20:00 PM ASST
	Ward Gerk
	Cl. All Patients         Name         UR No.         Location         Room/Ref         Task Status         Scheduled Date and Time         Task Description         Oxder Details           X: Mg Sample, Patients MR         Mg Arguing, Patients MR         15914405 52         R01 / 601         Overdeer         18/09/2018         16:00         Day Leave         18/09/2018         16:00         18/09/2018         16:00
	W         Sample, Patient3         MR         151449 52         R01 / K01         Pending         1909/2018         1544         Character         1509/2018         54440, Catelology, cox, Motol           W         Sample, Patient3         MS         Sample, Patient3         MR         151449 52         R01 / K01         Pending         1909/2018         1544         Direcharge Patient3         NMW 2018         5460, Chies 7, Stational Separ           W         Sample, Patient3         MR         1514495 52         R01 / K01         Pending         1909/2018         1548         Please update Diet Code in PM         3549/2018         5460, Diabet/ic
	Sample, Patienti MR 1591449 528 R01 / R01 Pending 19:09/2018 15:50 Please add Red Dome Assistance alert in IPM 32/08/2018 35:50:00
	PR0C4 WH-CUB1 19 Sep, 2018 16-39 ABST
2	Check the timeframe displayed to view your tests
J.	Uneck the timetrame displayed to view your tasks





	Tick radio button in first box Generic Time Frame
	• Set the range in bottom box to a future year
	Task List Properties
	Time Frames Patient List
	Choose one of the following:
	Bange
	10 Hour night         Previous         12 Hour day         12 Hour night         24 Hour         8 Hour day         8 Hour day         8 Hour revening         8 Hour night         Shift Change View Day         Shift Change View Evenin ▼
	Show me my: 4EDT
	From: 30/10/2017
	To: 30/10/2020 🛉 🔽 1419 🖕 AEDT
	Monday, 30 October 2017 2:18:00 PM AEDT - Friday, 30 October 2020 2:19:00 PM AEDT
4.	VIEW AIL LASKS
	<ul> <li>Tick 'All Patients'</li> <li>All patient tasks under S2E will be displayed</li> </ul>
	<ul> <li>The box below shows all patients on the S2E list, the greyed out patient names</li> </ul>
	Sample, Patient2 MRS do not have a task.
	Ward Clerk
	Task retrieval completed
	図 All Patients
	Sample, Patient2 MRS
	Sample, Patient3 MR





	Open iPM, In this examp Click OK	le we are adding a Transfer (Leave) into iPM	I from EMR task.				
		Enter New Transfer/Leave Details - Mr Patient4 Sample 1591449 Mal	×				
		Ward and Bed Clinician Shared Care Referral Coding Leave Mental Health					
		Leave Details	alty, Patient				
		Leave Type. Leave with Pennission Classification, w Leave Reason: Family Event Pond, Dr Frankl	in line				
		Personal garer: Not Specified Vascular Surger	ny				
		Ireat bed as free:  Public · Eligible					
		Address: 160 Gordon St Footscray					
		Use Patient's Address					
		Dates	Leave Now				
		Beturn gate:         18/09/2018         Time:         20:00         Catual return	<u>B</u> eturn Now				
7.	Complete Task as per	Rules (refer to table on page 1)					
	Once task is completed i	Once task is completed in iPM, go back to EMR Multipatient Task List					
	Right click task	Right click task you have, completed to open drop down, menu					
	<ul> <li>select 'Chart Do</li> </ul>	ne'					
	A window will po	<ul> <li>A window will pop up, click OK</li> </ul>					
	Task will show a green tick in the yellow column of the Multipatient Task List						
	Name UR No. Locati	on Room/Bed Task Status Scheduled Date and Time Task Description	Order Details				
		R01 / B01 Complete 18/09/2018 16:00 Day Leave	18/09/2018 16:00:00, Day leave expected return 22:00, Family Event				
	CO Sample, Patient4 Mix 1591449 5 2E						
	V 00 Sample, Patient4 Mik 1391449 52E						
	NOTE: If you tick the in	ncorrect task as done you cannot undo it.	You will need to view the task in the				
	NOTE: If you tick the ir Patient's Chart under '	ncorrect task as done you cannot undo it. Orders' (located in the main table of conte	You will need to view the task in the nts) after you have performed the				
	NOTE: If you tick the ir Patient's Chart under ' next step.	ncorrect task as done you cannot undo it. Orders' (located in the main table of conte	You will need to view the task in the nts) after you have performed the				
8.	NOTE: If you tick the ir Patient's Chart under ' next step. Remove Task	ncorrect task as done you cannot undo it. Orders' (located in the main table of conte	You will need to view the task in the nts) after you have performed the				
8.	NOTE: If you tick the in Patient's Chart under 'n next step. Remove Task	ncorrect task as done you cannot undo it. Orders' (located in the main table of conte	You will need to view the task in the nts) after you have performed the				
8.	NOTE: If you tick the ir Patient's Chart under 'next step. Remove Task	ncorrect task as done you cannot undo it. Orders' (located in the main table of conte 13 minutes ago . task will drop off list.	You will need to view the task in the nts) after you have performed the				
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