

Administration - Using the Multipatient Task List – Clerical



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).

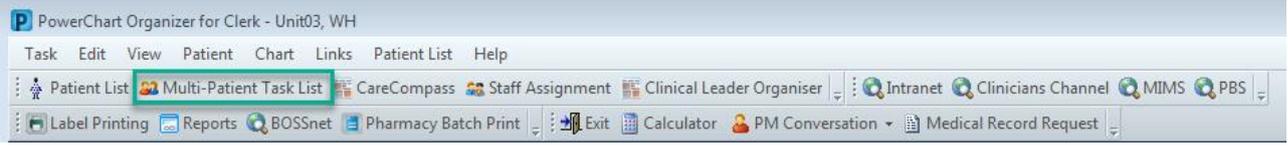
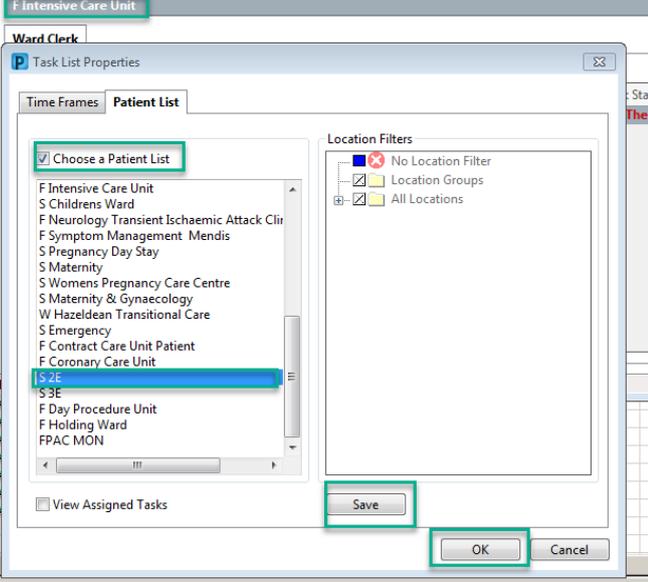
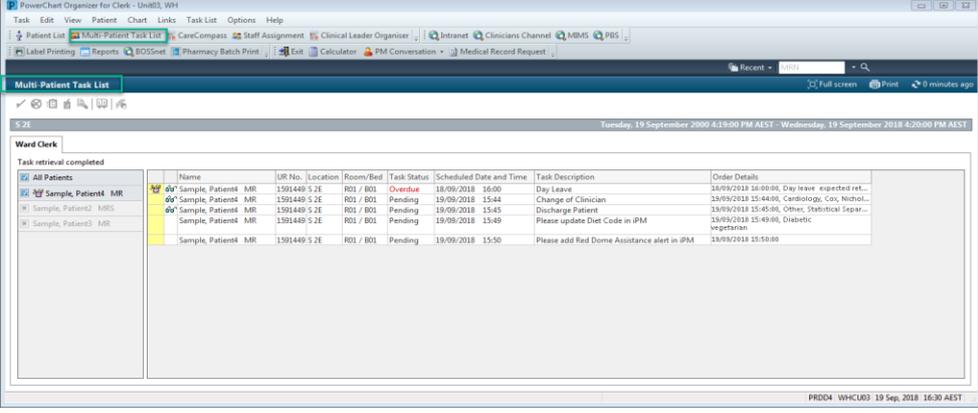
1. Task Types and Process Rules

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 style="list-style-type: none"> Record of acceptance of care Notify clerical staff to update data in iPM (updates EMR display) 	Change of Clinician	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Record that patient is medically clear for discharge Notify clerical staff to support discharge preparations such as transport, clinical documentation. 	Discharge Patient	<ul style="list-style-type: none"> 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	Medical Nursing Allied Health	<ul style="list-style-type: none"> EMR Record of Leave request Notify clerical staff to enter Leave data into iPM. 	Day Leave	<ul style="list-style-type: none"> 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.
Day Leave (Social Leave)				
Day Leave (Weekend Leave)				
Day Leave (Overnight Leave)				
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 style="list-style-type: none"> EMR Order placed by clinical staff Clerk receives order as task, updates iPM Task is ticked as chart done in .



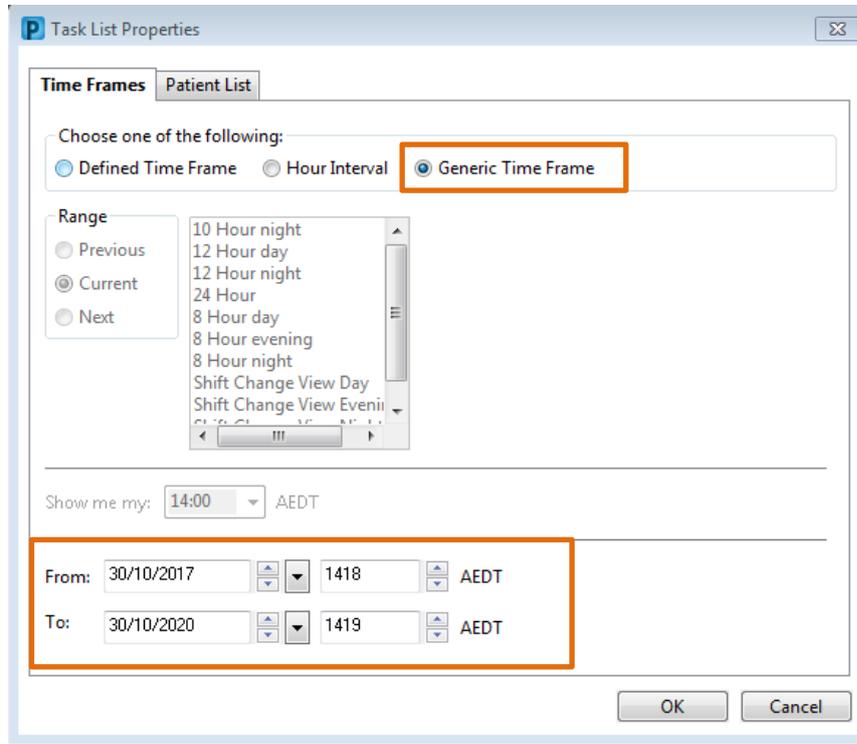
2. How to View and Action a Clerical Task using the Multi-Patient Task List

Step	Process																																																
1.	<p>Open Multipatient Task list screen</p> <ul style="list-style-type: none"> Click on Multi-patient Task List on the menu bar in the Powerchart organiser window. 																																																
2.	<p>Set task list</p> <ul style="list-style-type: none"> 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 <p><i>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).</i></p> <ul style="list-style-type: none"> Click Save and then OK. 																																																
	<ul style="list-style-type: none"> The Multipatient Task list will display all tasks for your selected list e.g. S2E  <table border="1" data-bbox="213 1742 1171 1832"> <thead> <tr> <th>Name</th> <th>UR No.</th> <th>Location</th> <th>Room/Bed</th> <th>Task Status</th> <th>Scheduled Date and Time</th> <th>Task Description</th> <th>Order Details</th> </tr> </thead> <tbody> <tr> <td>Sample, Patient#4 MR</td> <td>1591449</td> <td>S 2E</td> <td>R01 / B01</td> <td>Overdue</td> <td>18/09/2018 16:00</td> <td>Day Leave</td> <td>18/09/2018 16:00:00; Day leave expected ret...</td> </tr> <tr> <td>Sample, Patient#4 MR</td> <td>1591449</td> <td>S 2E</td> <td>R01 / B01</td> <td>Pending</td> <td>19/09/2018 15:44</td> <td>Change of Clinician</td> <td>18/09/2018 15:44:00; Cardiology; Con; Medica...</td> </tr> <tr> <td>Sample, Patient#4 MR</td> <td>1591449</td> <td>S 2E</td> <td>R01 / B01</td> <td>Pending</td> <td>19/09/2018 15:45</td> <td>Discharge Patient</td> <td>18/09/2018 15:45:00; Other; Statistical Separ...</td> </tr> <tr> <td>Sample, Patient#4 MR</td> <td>1591449</td> <td>S 2E</td> <td>R01 / B01</td> <td>Pending</td> <td>19/09/2018 15:49</td> <td>Please update Diet Code in IPM</td> <td>18/09/2018 15:49:00; Other; Diabetic vegetari...</td> </tr> <tr> <td>Sample, Patient#4 MR</td> <td>1591449</td> <td>S 2E</td> <td>R01 / B01</td> <td>Pending</td> <td>19/09/2018 15:50</td> <td>Please add Red Dome Assistance alert in IPM</td> <td>18/09/2018 15:50:00</td> </tr> </tbody> </table>	Name	UR No.	Location	Room/Bed	Task Status	Scheduled Date and Time	Task Description	Order Details	Sample, Patient#4 MR	1591449	S 2E	R01 / B01	Overdue	18/09/2018 16:00	Day Leave	18/09/2018 16:00:00; Day leave expected ret...	Sample, Patient#4 MR	1591449	S 2E	R01 / B01	Pending	19/09/2018 15:44	Change of Clinician	18/09/2018 15:44:00; Cardiology; Con; Medica...	Sample, Patient#4 MR	1591449	S 2E	R01 / B01	Pending	19/09/2018 15:45	Discharge Patient	18/09/2018 15:45:00; Other; Statistical Separ...	Sample, Patient#4 MR	1591449	S 2E	R01 / B01	Pending	19/09/2018 15:49	Please update Diet Code in IPM	18/09/2018 15:49:00; Other; Diabetic vegetari...	Sample, Patient#4 MR	1591449	S 2E	R01 / B01	Pending	19/09/2018 15:50	Please add Red Dome Assistance alert in IPM	18/09/2018 15:50:00
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3.	<p>Check the timeframe displayed to view your tasks</p>																																																



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

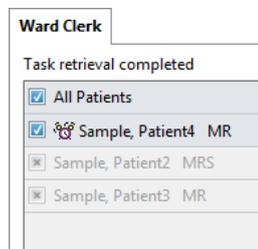


Monday, 30 October 2017 2:18:00 PM AEDT - Friday, 30 October 2020 2:19:00 PM AEDT

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.

Name	UR No.	Location	Room/Bed	Task Status	Scheduled Date and Time	Task Description	Order Details
Sample, Patient4 MR	1591449	S2E	R01 / B01	Overdue	18/09/2018 16:00	Day Leave	18/09/2018 16:00:00, Day leave expected return 22:00, Family Event



6. Enter Task into iPM

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 13 minutes ago, task will drop off 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	Overdue	19/09/2018 15:44	Change of Clinician	19/09/2018 15:44:00, Cardiology, Cox, Nicholas - MO
Sample, Patient4 MR	1591449	S 2E	R01 / B01	Overdue	19/09/2018 15:45	Discharge Patient	19/09/2018 15:45:00, Other, Statistical Separation - Going to Rehab.
Sample, Patient4 MR	1591449	S 2E	R01 / B01	Overdue	19/09/2018 15:49	Please update Diet Code in iPM	19/09/2018 15:48:00, Diabetic vegetarian
Sample, Patient4 MR	1591449	S 2E	R01 / B01	Overdue	19/09/2018 15:50	Please add Red Dome Assistance alert in iPM	19/09/2018 15:50:00