

Digital Health Quick Reference Guide

# Tracking Board – Marking Tasks as Complete

### This Quick Reference Guide will explain how to:

Effectively use the Tracking Boards in the Cerner Millennium system

## **Definitions:**

**Tracking Board** – Enables staff to see all of the patients in every area of care and understand whose providing care, what care is required and what stage of their visit a patient is at

### Marking tasks as complete

1. Navigate to the 'To Do' column within tracking board which displays ICONs

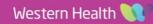
Patient:		<ul> <li>WR: 3 Total: 7</li> </ul>	Avg LOS: 1005:18 Median LOS: 506:54   Filter: <	None>	•						
- 🖌 🖓 🗄		1 W									
Location	E	ncounter TLOS (Check-Ir	) Date of Treatment Name	UR	DOB	Sex/Age	Alle Referring Consultant Reason for Visit	Pat To Do	Activities	Pharmacy Comments	Comments
Hold, Hold	ding Bec										
R04,Ch1	3 In	patient 2210 21	05/03/2023 11:30 Oncology, Trackingboard SIR	7000769	01/02/1980	43 years	O Green, Michael - SN Preadmit	19/0			

2. Right Click

#### 3. Events Window opens

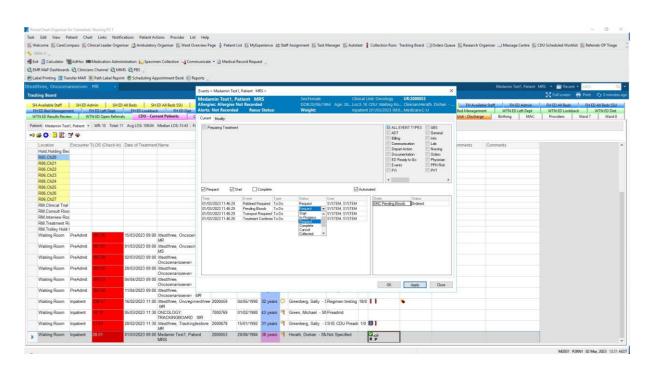
			cations Patient Actions Provider List													
	ompass III Cl	inical Leader Orga	niser 🙆 Ambulatory Organiser 🌇 Ward Overv	iew Page 👷	Patient List	iperience 😂	Staff Assignment 15 1	ask Manager 🔢 Autotext	I Collect	ion Runs Trackie	ng Board	Orders Que	e Sesearch Organ	ser 🔄 Message Centre 🎬 C	DU Scheduled Worklist	Referrals OP Triage
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EMR MaP Dashboard	ds 🖻 Clinician	s Channel 👩 MI	WS (C) PBS													
			nt 🝈 Scheduling Appointment Book 💼 Repo	ts _												
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	1	Events < Medamin Test1, Patient MRS > X										SC Full screen 🖨 Print 🕝 Ominutes				
Tracking Board		Medamin Test1, Patient MRS SexFemale Clinical Unit: Allergies: Allergies Not Recorded DOB:20/06/1984 Age: 38LocS 1E CDU						ology UR:	200005				FH ED All Beds FH ED All Beds SSU			
SH Available Staff	All Beds SH ED All Beds SSU										FH Available S	aff FH ED Admin				
				lerts: Not Re	corded Resi	is Status:	Weight:						Bed Management	WTN ED Left Dept	WTN ED Lookback	WTN ED Diet
WTN ED Results Revi	iew W1	N ED Open Referr	CDU - Current Patients	Current Modify									Unit - Discharge	Birthing MAC	Providers	Ward 7 Ward 8
Patient: Medamin Te	st1. Patient ·	WR: 10 Total: 1	1 Avg LOS: 109:02 Median LOS: 51:41   Fi	Preparing 1						ALL EVENT	TYDES	El ces				
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Hold, Holding Be	ec.									Documental		Orders				
R05,Ch20										ED Ready Is		Physician				
R06,Ch21										Events		PPH Risk				
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R06,Ch23																
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R06,Ch25				Request	Start	Complete		- Au	omated							
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R06,Ch27				Time	Evert	Type	Statue	User	Dider		Status					
RM, Clinical Tria																
RM,Consult Ro																
RM,Interview Ro																
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RM, Trolley Hold		-	17.00.0000 00.00 00.00													
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Waiting Room		387.05	01/03/2023 09:00 /tteatthree, Oncsecn MS													
Waiting Room	PreAdmit	383.58	02/03/2023 09:00 //ttestthree, Oncscenarioseven													
		543.53	28/03/2023 09:00 /ttestthree, Oncscenarioseven													
		000.53	04/04/2023 09:00 /ttestthree, Oncscenarioseven							OK	Apply	Close				
Waiting Room		382:40	11/04/2023 09:00 /tteatthree, Oncscenarioseven MF													
Waiting Room		338-49	16/02/2023 11:00 Ittestthree, Oncregimer MR			- and south	Contraction of the second	- SRegimen testing 18	011	•						
	1. A	74.16	05/03/2023 11:30 ONCOLOGY, TRACKINGBOARD SI				Green, Michael									
Waiting Room		51,41	28/02/2023 11:30 /ttestthree, Trackingtes MR					- \$S1E CDU Preadr 1/								
Waiting Room	Inpatient	28.49	01/03/2023 09:00 Medamin Test1, Patient MRS	20000	3 20/06/1984	38 years	Herath, Dishan	S& Not Specified	R P							

#### 4. Select Automated





5. Click on status column and select appropriate response



- 6. Click Apply
- 7. ICON Disappears

