

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

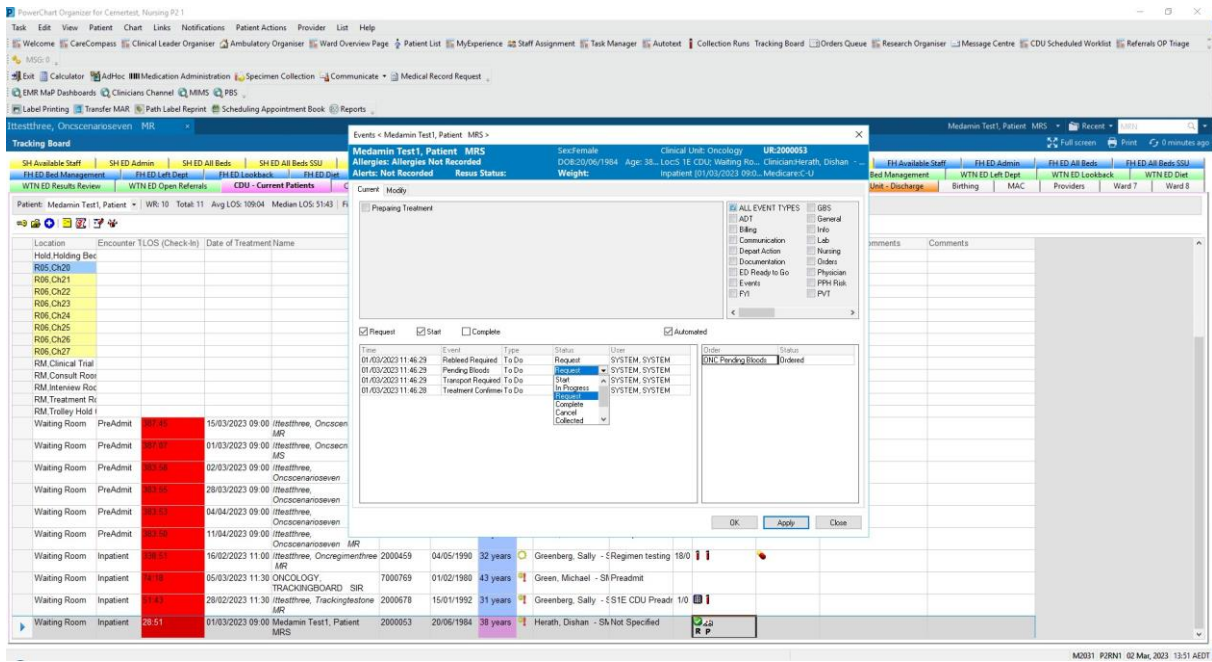
Location	Encounter TLOS (Check-In)	Date of Treatment/Name	UR	DOB	Sex/Age	Alle/Referring Consultant	Reason for Visit	Pat	To Do	Activities	Pharmacy	Comments
Hold Holding Bex R04,Ch13	Inpatient	05/03/2023 11:30	Oncology, Trackingboard SIR	7000769	01/02/1980	43 years	Green, Michael - SR Preadmit	19/0	🔴			

2. Right Click
3. Events Window opens

The screenshot shows the 'Events' window for a patient named Medamin Test1, Patient MRS. The window has tabs for 'Prep Treatment', 'All Event Types', and 'Comments'. The 'Prep Treatment' tab is active, showing a list of events with columns for Time, Event, Type, Status, and User. The 'Automated' checkbox is checked. The background shows the Tracking Board with a patient highlighted in red.

4. Select Automated

5. Click on status column and select appropriate response



6. Click Apply

7. ICON Disappears