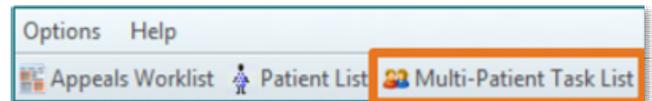


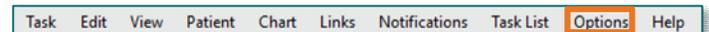
The Multi-Patient Task List is used to identify patients in which an INP Care Management Consult Order or INP Social Work Consult Order has been placed.

Setting Up the Multi-Patient Task List (MPTL)

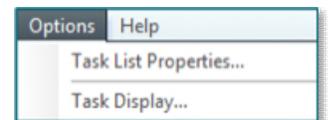
STEP 1: Select **Multi-Patient Task List** from the toolbar. The Task list displays.



STEP 2: Click **Options** in the toolbar.

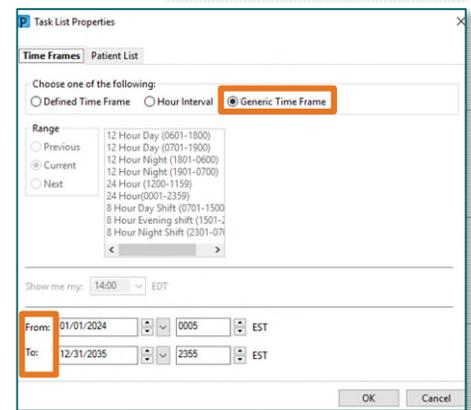


STEP 3: Select **Task List Properties**.

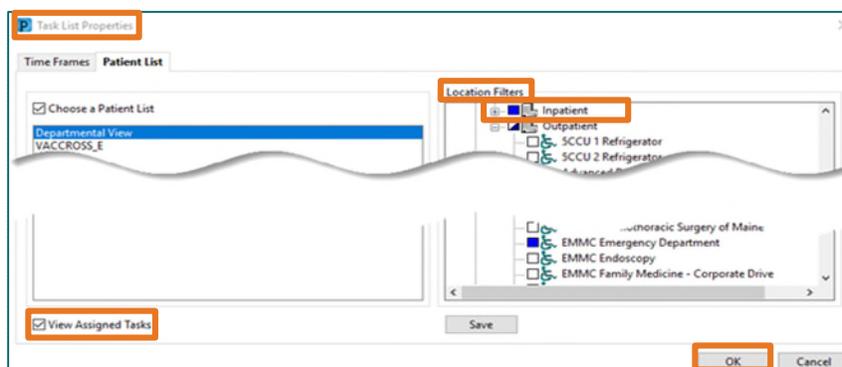


- Select **Generic Time Frame**.
- Select **From** and **To** date and time frames.

NOTE: It is suggested that the **TO:** time frame be moved out several years to avoid having to update the time frame frequently.

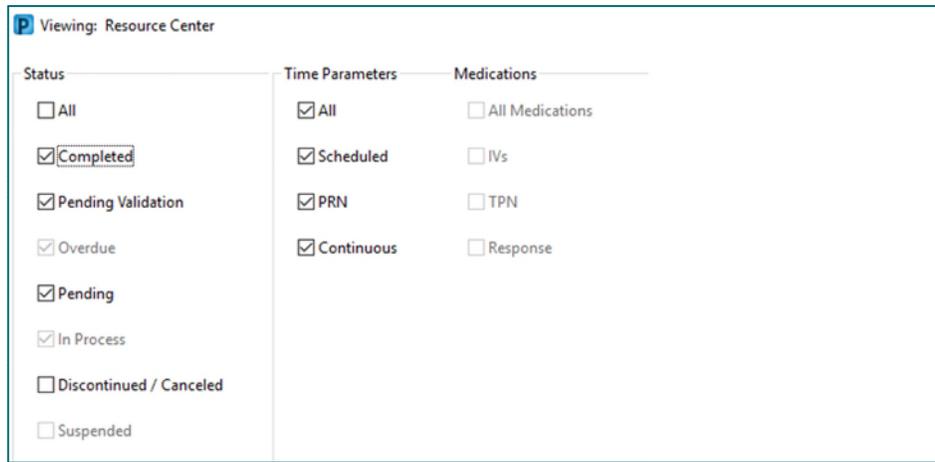


- Within the Task List Properties, click **Patient List** tab.
- Select the box to the left of **Choose a Patient List**.
- Select **Departmental View** from the list below.
- Next, on the right side under **Location Filters**, click the (+) next to the appropriate facility beginning with the initials NL.
- Select the box next to **Inpatient** to select all units. For staff covering specific units, click the (+) next to **Inpatient** and then select the desired units.
- For staff covering the Emergency Department, select the box next to Outpatient.
- Scroll and select the Emergency Department.
- Click **save**, then **OK**.



STEP 4: Click **Options** in the toolbar.

STEP 5: Be sure the following boxes are checked off in the Status, Time Parameters and Medications sections.

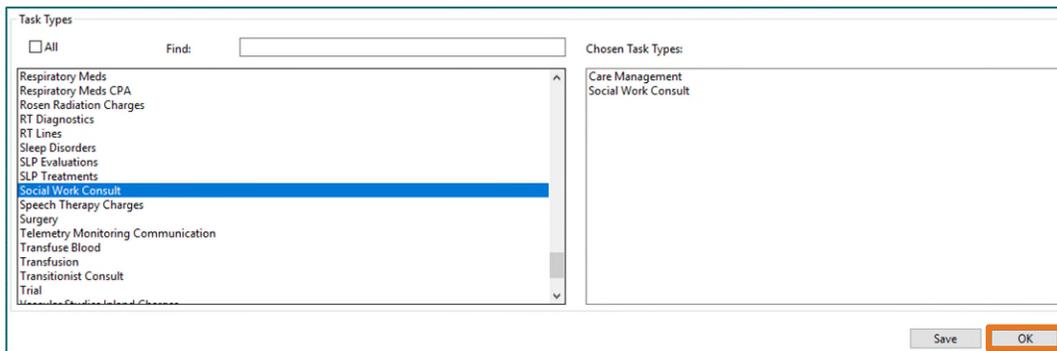


The screenshot shows a dialog box titled "Viewing: Resource Center" with three columns of filter options:

Status	Time Parameters	Medications
<input type="checkbox"/> All	<input checked="" type="checkbox"/> All	<input type="checkbox"/> All Medications
<input checked="" type="checkbox"/> Completed	<input checked="" type="checkbox"/> Scheduled	<input type="checkbox"/> IVs
<input checked="" type="checkbox"/> Pending Validation	<input checked="" type="checkbox"/> PRN	<input type="checkbox"/> TPN
<input checked="" type="checkbox"/> Overdue	<input checked="" type="checkbox"/> Continuous	<input type="checkbox"/> Response
<input checked="" type="checkbox"/> Pending		
<input checked="" type="checkbox"/> In Process		
<input type="checkbox"/> Discontinued / Canceled		
<input type="checkbox"/> Suspended		

STEP 6: Select **Task Display**.

- Under Task Types, select **Care Management**, **Social Work Consult**, or **both** if applicable.
- Click save, then **OK**.



The screenshot shows a dialog box titled "Task Types" with a list of task types on the left and a "Chosen Task Types" list on the right. The "Social Work Consult" task type is selected in the list. The "Chosen Task Types" list contains "Care Management" and "Social Work Consult".

Task Types	Chosen Task Types
<input type="checkbox"/> All	
Respiratory Meds	
Respiratory Meds CPA	
Rosen Radiation Charges	
RT Diagnostics	
RT Lines	
Sleep Disorders	
SLP Evaluations	
SLP Treatments	
Social Work Consult	Care Management
Speech Therapy Charges	Social Work Consult
Surgey	
Telemetry Monitoring Communication	
Transfuse Blood	
Transfusion	
Transitionist Consult	
Trial	
Wound Studies/Infectious	

Viewing the Multi-Patient Task List

- If a patient list was selected rather than Department View, patients with an INP Care Management or INP Social Work Consult Order will be bolded.

➤ If Departmental View is selected, only those patients with a consult order will display on the left.

Location/Room/Bed	Name	Order Details	Scheduled Date and Time	Task Status	Task Description
5BLA / B580 / 03	*TESTING, ZZPROD22 07/27/2004	Start: 05/02/24 14:28:00 EDT, Routine, Decision Maker, 05/02/24 14:28:00 EDT TEST ORDER ONLY	05/02/2024 14:28 EDT	Pending	Social Work Consult
4STAR / S438 / 02	*TESTING, ZZPRODSIMLAB3 01/18/2011	Start: 05/02/24 14:29:00 EDT, Routine, Suspect Child Abuse/Neglect, 05/02/24 14:29:00 EDT	05/02/2024 14:29 EDT	Pending	Social Work Consult
5BLA / B580 / 03	*TESTING, ZZPROD22 07/27/2004	Start: 05/02/24 14:28:00 EDT, Routine, Hospice, TEST ORDER ONLY, 05/02/24 14:28:00 EDT	05/02/2024 14:28 EDT	Pending	Care Management Consult
4STAR / S438 / 02	*TESTING, ZZPRODSIMLAB3 01/18/2011	Start: 05/02/24 14:29:00 EDT, Routine, Skilled Home Health, TEST ORDER ONLY, 05/02/24 14:29:00 EDT	05/02/2024 14:29 EDT	Pending	Care Management Consult

➤ **Multi-Patient Task List Columns**

- **Location/Room/Bed** displays the nursing unit name, room number and bed assignment.
- **Order Details** displays the order date, routine unless ordered stat, and the reason for the consult.
- **Scheduled Date and Time** indicates when the order was placed.
- **Task Status** will display **Pending** and will change to **Complete** when the task is charted as done.
- **Task Description** is the order name that was placed.

Assigning Patients to Care Management Staff

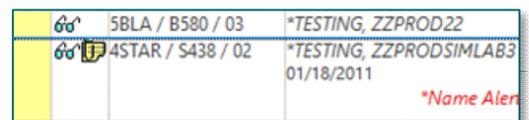
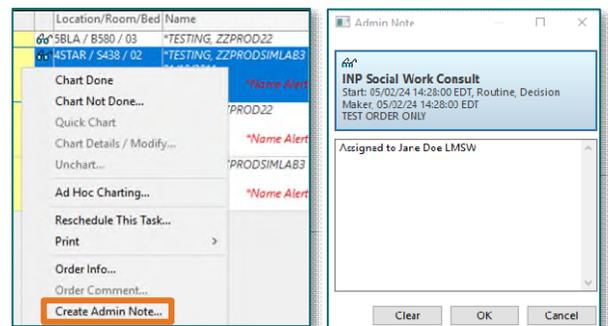
STEP 1: Staff will review all consults coming into the Care Management MPTL and assign themselves to applicable tasks.

STEP 2: To assign a task, right-click in the yellow box to the left of the Location/Room/Bed column and select **Create Admin Note**.

STEP 3: Type **name** in the note and click **OK**.

STEP 4: Refresh using the **minutes ago** button and a yellow notepad will display in the white box to the left of the Location/Room/Bed column.

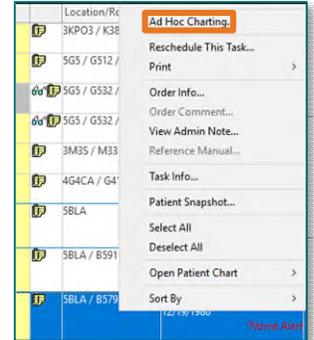
STEP 5: To view who is assigned to a task, left click the **notepad** to open the note.



Documenting the Task

STEP 1: Right click anywhere within the patient.

STEP 2: Select **Ad Hoc Charting** and document appropriately.



Completing the Task as Done

STEP 1: Left-click in the yellow box to the left of the Location/Room/Bed. A green checkmark will appear.

STEP 2: Refresh screen via the **minutes ago** button and the task will complete and is removed from the Multi-Patient Task List.

	Location/Room/Bed	Name
	5BLA / B580 / 03	*TESTING, ZZPROD22
✓	4STAR / S438 / 02	*TESTING, ZZPRODSIMLAB3
	5BLA / B580 / 03	*TESTING, ZZPROD22 07/27/2004

*Name Alert