Northern Light Health℠

The Multi-Patient Task List (MPTL) is used to identify patients with an active Grant 5 Referral order. Care Managers and Nursing Supervisors are able to view this list.

Setting Up the Multi-Patient Task List (MPTL)

STEP 1: Select **Multi-Patient Task List** from the toolbar. The Task List will display.

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

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

STEP 4: Select **Generic Time Frame**.

- Select the **From** and **To** date and times.

STEP 5: Click **Patient List** tab.

- Patient Lists already established display on the left side.

STEP 6: If using an established patient list, click the box next to **Choose a Patient List** then select the appropriate list. Click **OK**.

STEP 7: **Or**, if no Patient List has been previously established, click the box next to **Choose a Patient List** and select **Departmental View**.

- On the right side under **Location Filters**, click the **+** next to All Locations.
- Scroll down and click the **+** next to the appropriate facility beginning with the initials NL.
- Click the **+** next to **Inpatient**.
- Click the boxes next to the desired **nursing units**.

STEP 8: Click **Save,** then click **OK**.
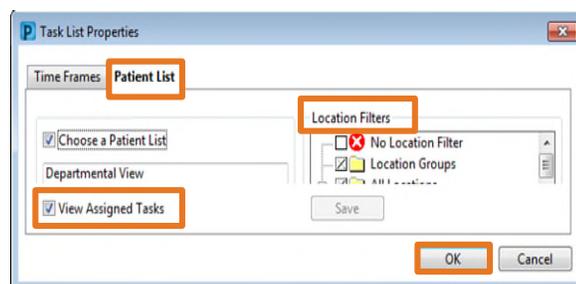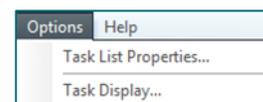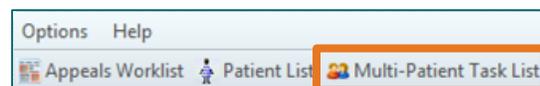
Multi-Patient Task List Columns

➢ **Location/Room/Bed** displays the nursing unit name, room number, and bed assignment.

➢ **Name** column displays the patient's last name, followed by the first name.

➢ **Task Status** displays as **Pending** and remains on the MPTL until the task is charted as **Done**.

➢ **Order Details** displays the order date and the reason for the order.

Adding a Note to the MPTL

STEP 1: Right-click anywhere in the patient row and select **Create Admin Note**.

STEP 2: The note is viewable to all users and is used to pass along pertinent patient information.

STEP 3: Once a note is documented, a note symbol will be in the second column.

STEP 4: Click the note symbol to view note.

STEP 5: To remove the note, click the note symbol and select **Clear**.

STEP 6: Click **OK**.
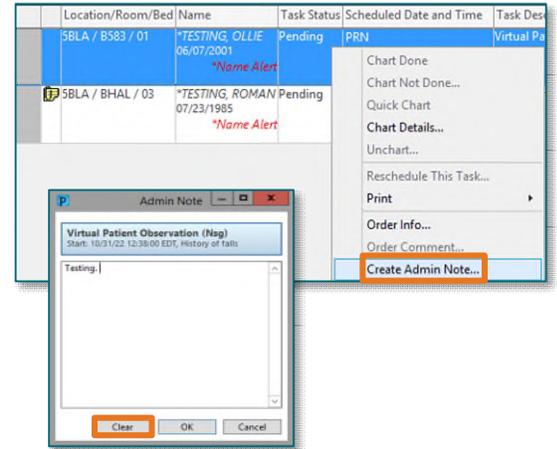
Remove Patients from MPTL

STEP 1: Right-click the task row and select **Chart Done**.

STEP 2: Refresh the MPTL using the **minutes ago** button.