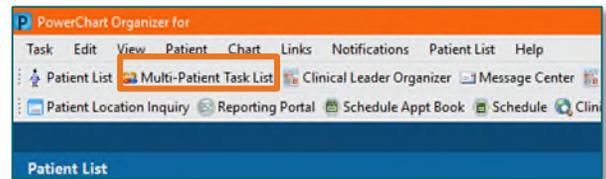**Inpatient Wound Validators and WOC Nurses use the Multi-Patient Task List (MPTL) to identify patients with an INP Ostomy Wound Consult or a wound suspected to be a pressure injury.**

Locating the Multi-Patient Task List (MPTL)

➤ Locate the **Multi-Patient Task List** in the Toolbar.

- The location in the toolbar can vary from user to user.

Setting Up the Multi-Patient Task List (MPTL)

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

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

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

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

NOTE: **The To: time frame should be several years in the future to avoid the need to update the time frame frequently.**
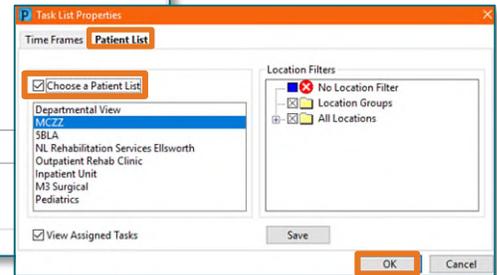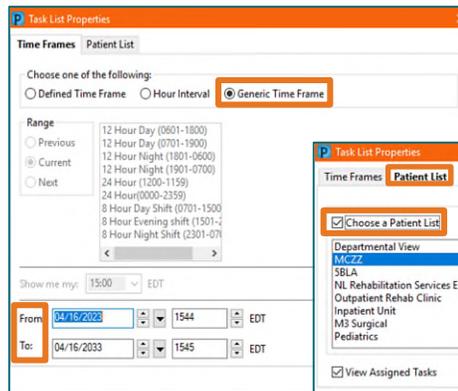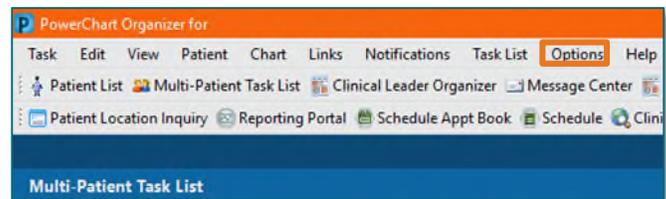
STEP 4: Select the **Patient List** tab.

STEP 5: Select the box **Choose a Patient List**.

- Patient Lists previously created will be available for selection.

STEP 6: Select the appropriate **Patient List**.

STEP 7: Click **OK**.

Wound Multi-Patient Task List tabs
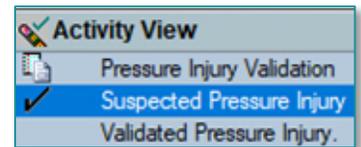
➤ **Ostomy Pressure Inj Eval Tab**

- Documentation of **Pressure Injury – Suspected Pressure Injury** in iView by the inpatient or ED nurse, populates the **INP Ostomy-Wound Pressure Injury Eval** task.

- Documentation of **Pressure Injury – Suspected Change** in iView by the inpatient or ED nurse, populates the **Ostomy Pressure Inj Re-Eval** task.

STEP 1: Double-click the patient row to open chart.

STEP 2: **Activity View** opens to the **Suspected Pressure Injury** section.

STEP 3: Signing documentation in **Activity View** completes the task.

NOTE: **The Pressure Injury Eval/Re-Eval and Consult tasks drop off the Multi-Patient Task List once documentation is complete.**

➢ **Ostomy-Wound Intervention**

- When an inpatient or ED nurse enters an **INP Ostomy-Wound Consult** order, a task populates the **Ostomy-Wound Intervention** tab on the **Multi-Patient Task List**.

STEP 1: Double-click the patient row to open chart.

STEP 2: The **Wound Ostomy Note** opens to begin documentation.

STEP 3: Upon signing the form, the **Multi-Patient Task List** opens. Refresh using the **minutes ago** button, the completed task will fall off the list.