**The Multi-Patient Task List is used as part of the Dual Pharmacist Verification workflow. This flyer outlines how to set up a patient list and the Multi-Patient Task List.**

Setting up a Patient List

STEP 1: Select the **Patient List** icon from the toolbar at the top of the screen.

STEP 2: Select the **List Maintenance** icon.

STEP 3: In the **Modify Patient Lists** window, select **New** in the bottom right corner.
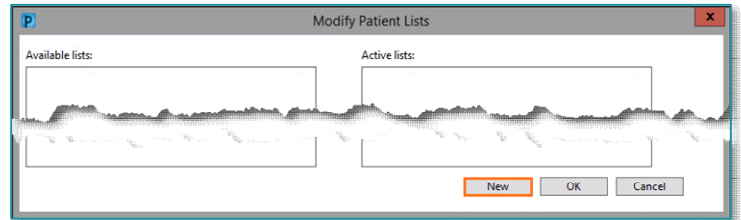
STEP 4: From the Patient List Type window, select **Location**.

STEP 5: Select **Next**.

STEP 6: The **Patient List** window appears for the list type selected.

STEP 7: Expand the **Locations** folder.
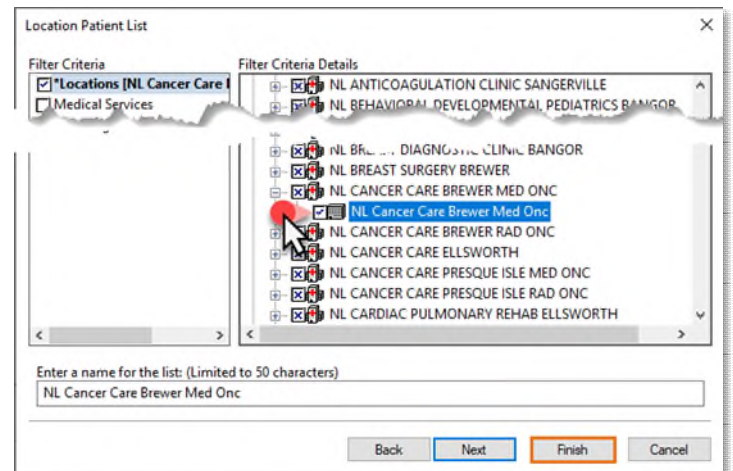
- o Scroll down to find the desired location(s).

STEP 8: Select the **plus sign** icon next to the desired location(s).

STEP 9: Place a check in the **box** beside the desired location(s).

STEP 10: Select **Finish**.

STEP 11: The **Modify Patient Lists** window appears.

- ▪ Select the applicable list within the available list section.

STEP 12: Select **Add** to move the patient list to Active Lists to be available on view.

STEP 13: Select **OK**.

Setting Up the Multi-Patient Task List (MPTL)

To setup the Multi-Patient Task List to use with the Dual Pharmacist Verification workflow, following the steps outlined below.

STEP 1: Select **Multi-Patient Task List** from the toolbar. The Task List displays.
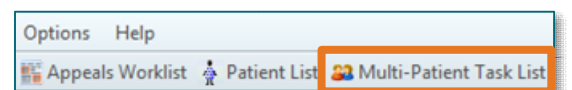
STEP 2:   Click **Options** in the Toolbar.

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

STEP 4:   Select a desired timeframe.

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

   ▪ Patient Lists already established display on the left side.

STEP 6:   Click the box next to **Choose a Patient List** then select the appropriate list.

STEP 7:   Click **OK**.

STEP 8:   Click **Options** in the toolbar.

STEP 9:   Select **Task Display**.

STEP 10:   In the **Task Types** section, click the two highlighted options to remove them from the field on the right (**Pharmacist Clinical Documentation** and **Pharmacy Consults**)

STEP 11:   Scroll up in the **Task Types** field and select **Pharmacist Chemotherapy Documentation**.

STEP 12:   Click **OK**.