**Northern Light Health**℠

The Multi-Patient Task List (MPTL) is used to identify patients with an active Virtual Patient Observation order. Virtual Observation Technicians can access patient charts directly from the MPTL.

Multi-Patient Task List (MPTL)

Setting Up the Multi-Patient Task List

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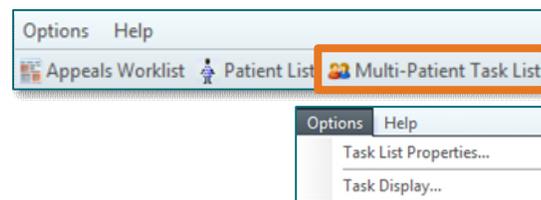
STEP 2: Click **Options** in the Toolbar.

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

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

- Select the shift that is closest to the timeframe of the shift routinely worked.

STEP 5: Click **Patient List** tab.
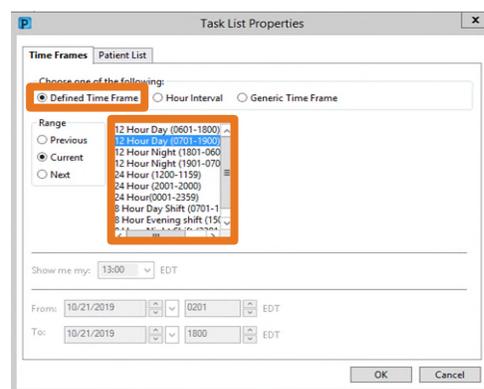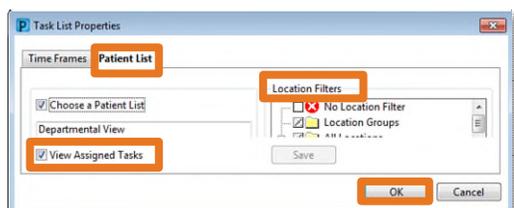
- If a custom patient list(s) has already been established for the covered nursing units or Emergency Department, the list displays on the left side.

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: 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** or **Outpatient**.
- Click the boxes next to the desired **nursing units** and the **Emergency Department** located under **Outpatient.**

NOTE: The Emergency Departments are in the Outpatient location filter.

STEP 8: Click **Save,** then click **OK**.

➢ **Multi-Patient Task List Columns**
- The **first column** is gray.
  - The column turns yellow and a green checkmark displays after iView documentation is signed.
  - **Task Status** changes to **Complete**.
  - Refresh the MPTL after signing. The **Task Status** returns to **Pending**.
- The **second column** displays a yellow box with colored shapes indicating the order has been entered via a PowerPlan.
- **Location/Room/Bed** displays the nursing unit name, room number and bed assignment.
- **Name** column displays the patient's last name, followed by their first name.
- **Order Details** displays the order date and the reason for the order.
- **Task Status** displays **Pending** and remain on the MPTL until the order is discontinued and or the patient is discharged.
- **Scheduled Date and Time** displays as PRN so the task remains on the MPTL.
- **Task Description** is the name of the order.
- **Last Done Date and Time** validates when the last time a Virtual Observation Technician charted on this patient.
  - Review this column to verify charting has occurred within the last hour.
  - Double-clicking this box, takes you to iView.

Adding a Note to the Multi-Patient Task List

➢ Right-click anywhere in the patient row and select **Create Admin Note**.

➢ The note is viewable to all Virtual Observation Technicians and is used to pass along pertinent patient information.

➢ Once a note is documented, a 📒 symbol appears in the second column.

   • Double-click 📒 to view note.

➢ To remove note, double-click 📒 and click **Clear**.
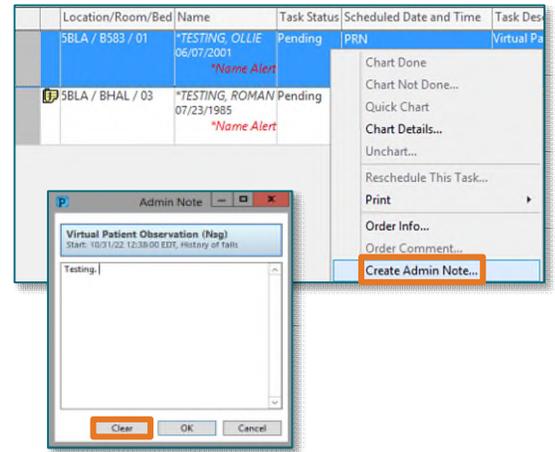
Sorting the Multi-Patient Task List

➢ Clicking the header of a column changes the way the MPTL is sorted.

   • Only one filter can be in place at a time.

   • A black carat displays in the column header in which sorting has been performed.

Documenting a Task from the Multi-Patient Task List

➢ Double-clicking the patient row in the MPTL opens iView for charting.

➢ Charting in iView is required after each patient interaction and at a minimum of hourly if no interactions have occurred.

Documenting after the patient has dropped from the Multi-Patient Task List

If the Virtual Patient Observation order has been discontinued or the patient has been discharged before the last iView documentation occurred follow these steps to complete your documentation:

STEP 1: With the MPTL open, select **Options** in the toolbar at the top of the screen.

   ▪ Then click **Task Display**.

STEP 2: Under **Status**, check the box next to **Discontinued/Canceled**.

STEP 3: Click **OK**.
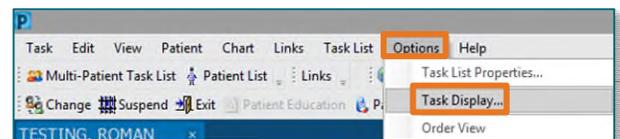
STEP 4: Patients with orders that have been discontinued will have red in the first column and **Discontinued** under **Task Status**.

STEP 5: To sort discontinued orders from active orders, double-click **Scheduled Date and Time** column.

STEP 6: To document in iView, double-click anywhere in the patient row.

STEP 7: Once the Virtual Observation Technician is done documentation, remove patients with discontinued orders by following Step 1.

- Under **Status,** uncheck the box next to **Discontinued/Canceled**.
- Click **OK**.