

The Multi-Patient Task List (MPTL) is used to identify patients that have completed or incomplete BH Certification and Recertification documentation.

Setting Up the Multi-Patient Task List

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

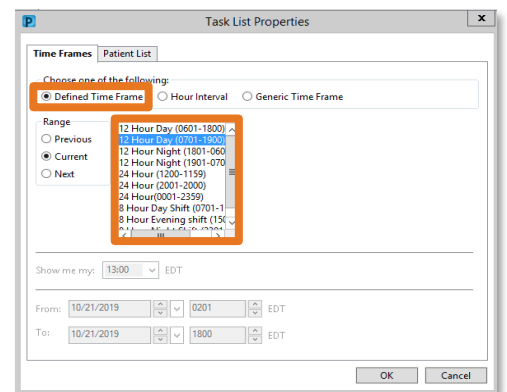
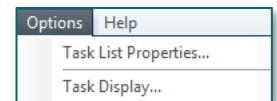
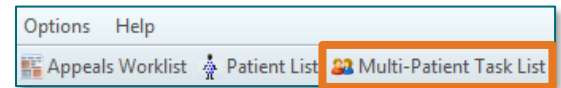
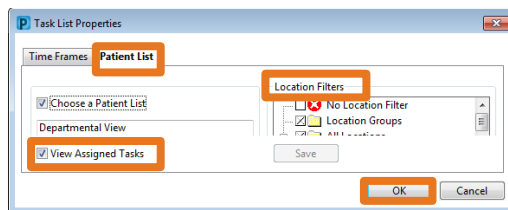
STEP 2: Click **Options** in the Toolbar.

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**.
- Click the boxes next to the desired **nursing units**.

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 documentation is signed.
 - **Task Status** changes to **Complete**.
- 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.
- **Completed 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.

Sorting the Multi-Patient Task List

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

Scheduled Date and Time

- Only one filter can be in place at a time.
- A black carat displays in the column header in which sorting has been performed.