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From the Office of Health Informatics

Quick Reference Guide (QRG)
Navigate the Respiratory Therapy Multi-Patient Task List

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This Quick Reference Guide (QRG) demonstrates navigating the Respiratory Therapy (RT) Multi-Patient Task List.

The first-time logging into PowerChart the task list properties and the patient lists need to be set up for patient data to populate. Location should only need to be set up one time. Other items, such as time frames may vary based on shift and location.

Common Buttons & Icons

Options	Options button
⌄	Calendar icon
Multi-Patient Task List	Multi-Patient Task List toolbar icon

Set up Time Frames

➢ **From the Multi-Patient Task List:**

STEP 1: Click **Options** in the upper toolbar.

STEP 2: Click **Task List Properties**.

STEP 3: Chose the appropriate time frame radio button.

- **Best Practice**: **Defined Time Frame** because it gives the ability to select the shift that is being worked; eight, twelve, or twenty-four. Note there is overlap in case the shift runs over.
  - Select the **Defined Time Frame** radio button.
  - Click the shift needed.
  - Click **OK**.
- Hour Interval:
  - Select the **Hour Interval** radio button.
  - Click the **Show me my** dropdown arrow to change the hour interval, as needed.
  - Click **OK**.
- Generic Time Frame:
  - Displays all tasks, not just for the shift.
  - Click the **Calendar** icon to open the calendar and select a From and To date frame.
  - Click the **Right** and **Left** arrow icons to change the year and/or the date.
  - Click anywhere outside the calendar to close.

- Adjust the **Date** back in time to see any overdue RT orders and tasks.
- Use the **Time Up** and **Down** arrow icons to adjust the time frame for the date selected.
- Click **OK**.

Set-up Patient List Locations using Filters

NOTE: **This needs to be done for each tab in the Multi-Patient Task List separately. Use either the Location filters or pre-existing patient lists.**

➢ **From the Multi-Patient Task List:**

STEP 1: Click **Options** from the top toolbar.

STEP 2: Click **Task List Properties**.

STEP 3: Click **Patient List** tab if it is not already in view.

STEP 4: Click **Choose a Patient List** and select Departmental View.

STEP 5: Click the **All locations** + icon.

STEP 6: Scroll down and select the + icon for the locations covered.

NOTE: **Build a list around multiple locations at one time, if needed.**

STEP 7: Click the + icon for the individual units within the selected locations.

STEP 8: Select the check box for the needed locations.

STEP 9: Click **Save**.

STEP 10: Click **OK**.

Set-up Patient List Locations using Pre-existing Patient Lists

NOTE: **This needs to be done for each tab in the Multi-Patient Task List separately. Use either the filters or pre-existing patient lists.**

➢ **From the Multi-Patient Task List:**

STEP 1: Click **Options** from the top toolbar.

STEP 2: Click **Task List Properties**.

STEP 3: Select the **Choose Patient List** check box.

STEP 4: Click the appropriate option from the populated list.

STEP 5: Click **OK**.

Navigate Scheduled Patient Care Tab

- **From the Multi-Patient Task List:**

STEP 1: Click the **Scheduled Patient Care** tab so that it is in view, as needed.

STEP 2: Scroll right to see the various heading titles.

STEP 3: Click the header to organize the list in regular or reverse order.

NOTE: A triangle appears in the header when it is in reverse order.

Navigate Patient Tasks

- **From the Multi-Patient task list Scheduled Patient Care tab:**

STEP 1: Click the patient's name under the **Name** column header.

NOTE: This groups all the tasks together for that patient.

STEP 2: Double-click in the desired patient task row in the Multi-Patient Task List.

STEP 3: Assign a relationship of **Patient Care** if this has not already been established with the patient. Click **OK.**

STEP 4: Documentation for the task opens.

STEP 5: Review and complete documentation as appropriate.

STEP 6: Return to the Multi-Patient Task list by clicking **Multi-Patient Task List** toolbar icon.