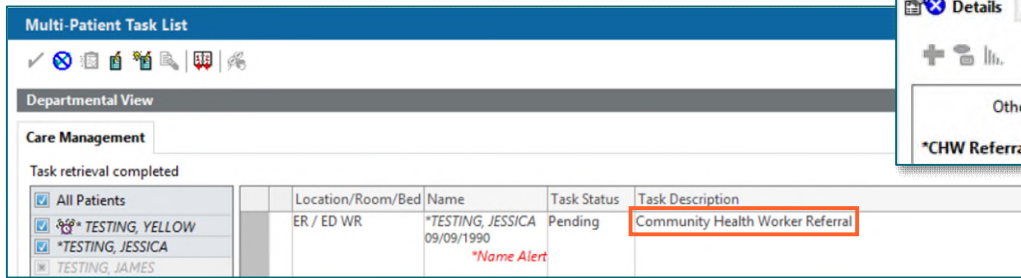
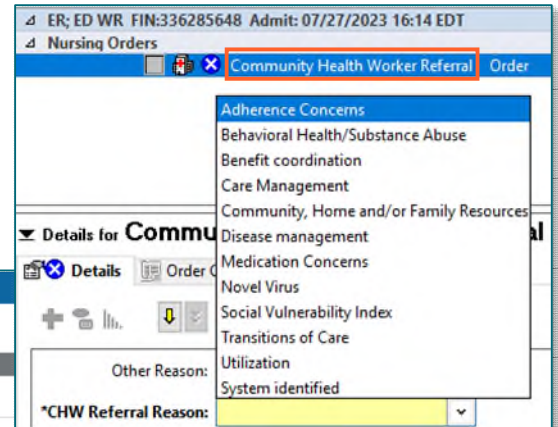


Community Health Workers are being used in the Emergency Departments of NL EMMC and NL ARG. This change increases use of the Community Health Worker's service and provides better care for our patients in need.

Workflow

STEP 1: Providers will place a **Community Health Worker Referral**.

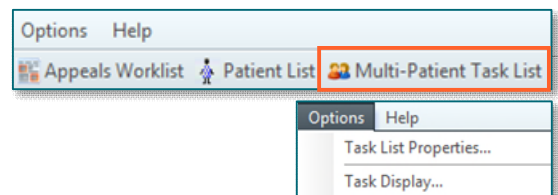
STEP 2: The order populates a task to the Community Health Workers **Multi-Patient Task List (MPTL)**.



STEP 3: Double-clicking the patient opens the **CCT Intake PowerForm** for documentation.

STEP 4: Signing **CCT Intake PowerForm** completes the task on **MPTL** and completes the order.

NOTE: The **Community Health Worker Referral** order will stay active until the intake is complete. **Emergency Nursing** should **NOT** complete these tasks.



Setting Up the Multi-Patient Task List (MPTL)

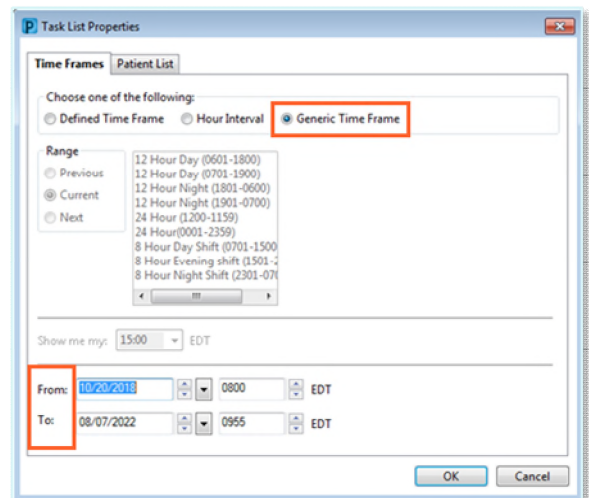
STEP 1: Create Patient List (see [here](#)).

STEP 2: Select **Multi-Patient Task List** from the toolbar. The task list displays.

STEP 3: Click **Options** in the toolbar.

STEP 4: Select **Task List Properties**.

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



NOTE: It is suggested that the **TO** time frame be moved out several years to avoid having to update the time frame frequently.

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

- Click the box next to **Choose a Patient List**. On the left side, select the appropriate Patient List.
- Select **View Assigned Tasks**.
- Click **Save** and **OK**.

STEP 6: Click **Options** in the toolbar.

STEP 7: Select **Task Display**.

- Under Task Types, select **Community Health Worker**.
- Click **Save** and **OK**.

