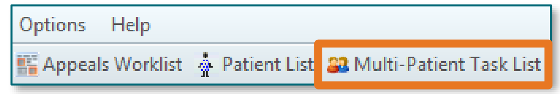
Northern Light Health

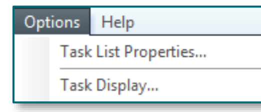
From the Office of Clinical Informatics
Care Management
Using a MultiPatient Task List
April 4, 2019

The MultiPatient Task List is used to identify those patients in which an INP Care Management Consult Order has been placed.

Setting Up the MultiPatient Task List (MPTL)



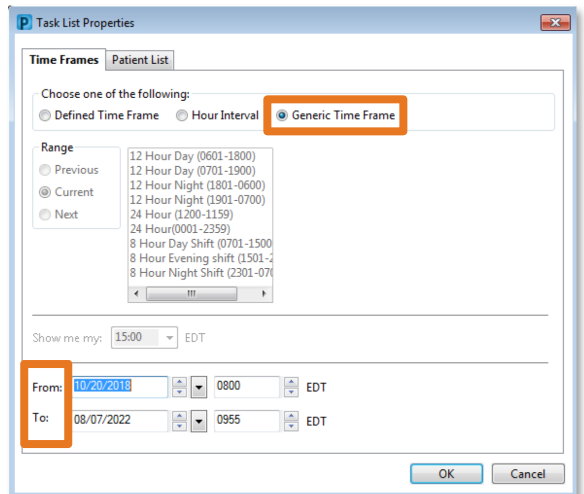
STEP 1: Select MultiPatient Task List from the Toolbar. The Task list will display.



STEP 2: Click Options in the Toolbar.

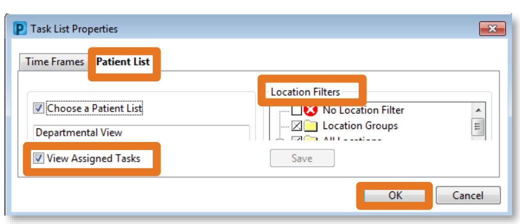
STEP 3: Select Task List Properties.

- 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.**

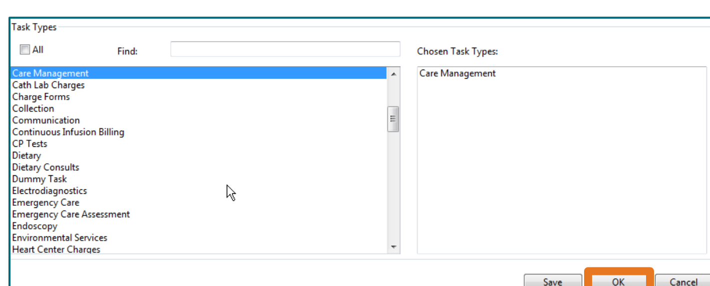
- Click the **Patient List** tab.
- Click the box next to **Choose a Patient List.** On the left side**,** select the appropriate Patient List.
- On the right side under **Location Filters**, click the **+** next to the appropriate facility beginning with the initials NL.
- Click the **+** next to **Inpatient**.
- Click the box next to the desired **nursing unit(s).**
- Click **OK**.



STEP 4: Click **Options** in the Toolbar.

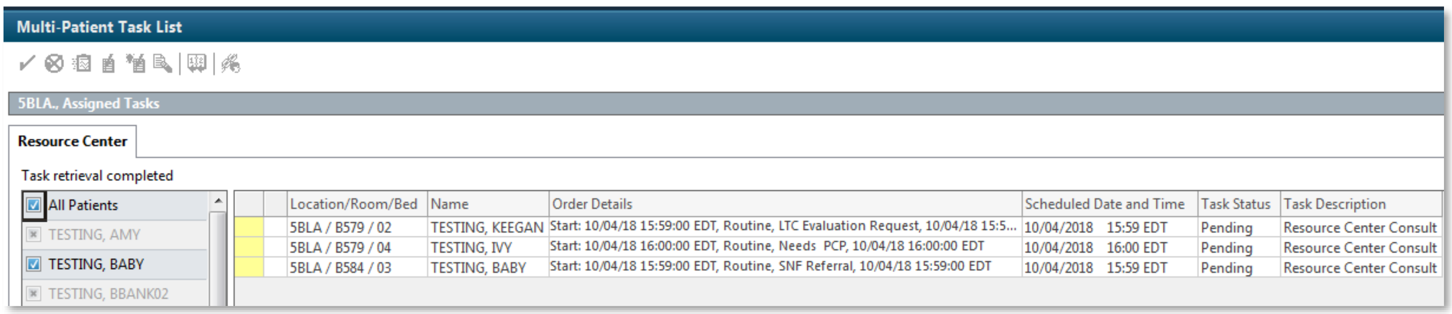
STEP 5: Select **Task Display.**

- Under Task Types, select **Care Management**.
- Click **OK**.



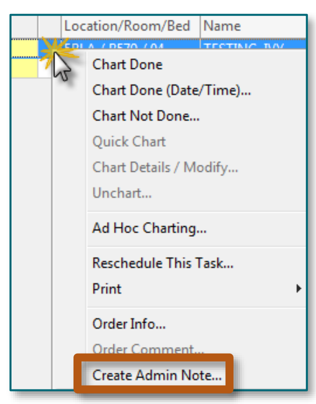
Viewing the Multipatient Task List

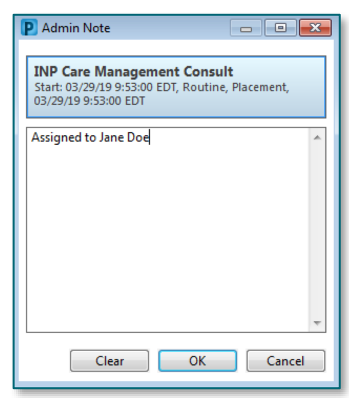
- Patients in the selected patient list will display on the left. Those patients with an INP Care Management Consult Order will be bolded.
- If Departmental View is selected, only those patients with a consult order will display on the left.



- **Multipatient Task List Columns**
  - **Location/Room/Bed** displays the nursing unit name, room number and bed assignment.
  - **Order Details** displays the order date, routine unless ordered stat, and the reason for the consult.
  - **Scheduled Date and Time** indicates when the order was placed.
  - **Task Status** will display Pending and will change to Complete when the task is charted as done.
  - **Task Description** is the order name that was placed.

Assigning Patients to Care Management Staff

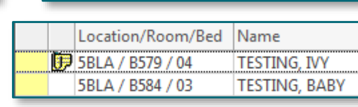




STEP 1: Designated staff will review all consults coming into the Care Management MPTL and assign patients to the Care Management Staff proxied patient list.

STEP 2: To track who has been assigned, right click in the white block to the left of the Location/Room/Bed column and select **Create Admin Note.**

STEP 3: Refresh using the **minutes ago button** and a yellow notepad will display inn the white box.

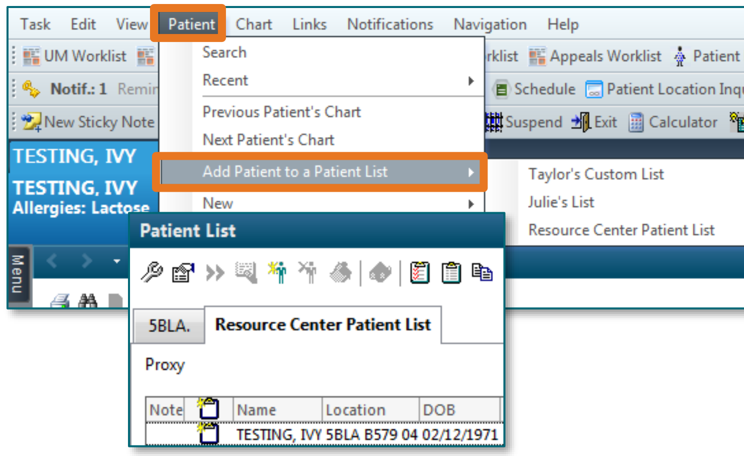


STEP 4: Click the notepad to read the note.

STEP 5: Click on the patient name in the MPTL. The patient's name will appear above and to the right of the Multi-Patient Task List title bar.

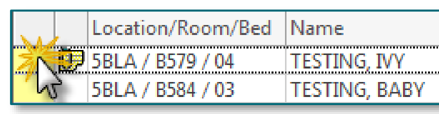
STEP 6: Click the patient's name above the tasklist to open chart.

STEP 7: Locate Patient above the Toolbar. Click Patient and select Add Patient to Patient List. Select the appropriate list.

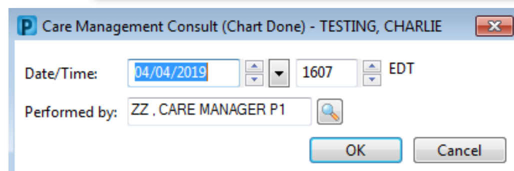


Charting the Task as Done

STEP 1: Click the yellow space to the left of the patients nursing unit name.



STEP 2: Change the date and time if indicated to reflect the time the task was completed. Click **OK**.



STEP 3: Refresh using the minutes ago button and the patient with the completed task will fall off the MultiPatient Task List.