

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.

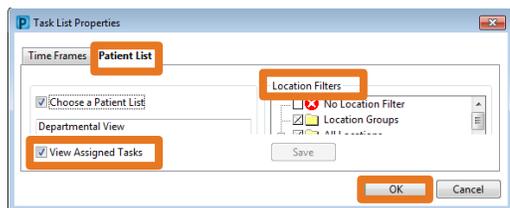
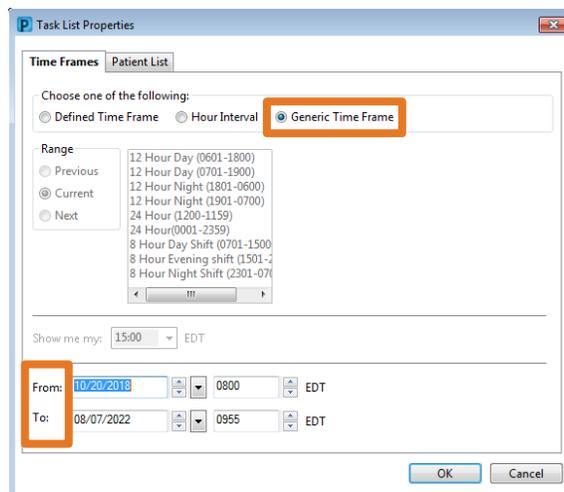
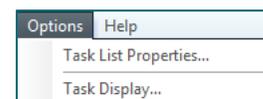
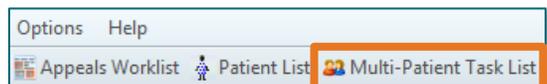
**STEP 2:** Click Options in the Toolbar.

**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.

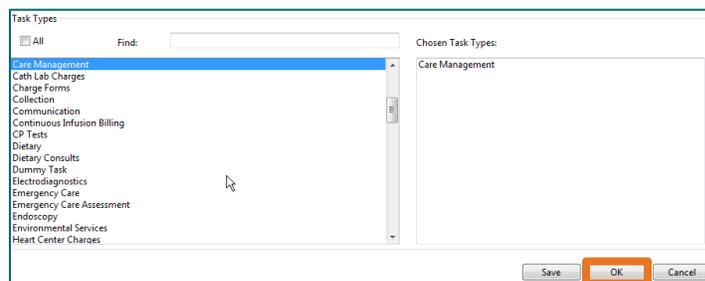
- Click the **Patient List** tab.
- Click the box next to **Choose a Patient List**. On the left side, select the appropriate Patient List.
- On the right side under **Location Filters**, click the + next to the appropriate facility beginning with the initials NL.
- Click the + next to **Inpatient**.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

Multi-Patient Task List							
5BLA., Assigned Tasks							
Resource Center							
Task retrieval completed							
<input checked="" type="checkbox"/> All Patients	Location/Room/Bed	Name	Order Details	Scheduled Date and Time	Task Status	Task Description	
<input type="checkbox"/> TESTING, AMY	5BLA / B579 / 02	TESTING, KEEGAN	Start: 10/04/18 15:59:00 EDT, Routine, LTC Evaluation Request, 10/04/18 15:5...	10/04/2018 15:59 EDT	Pending	Resource Center Consult	
<input checked="" type="checkbox"/> TESTING, BABY	5BLA / B579 / 04	TESTING, IVY	Start: 10/04/18 16:00:00 EDT, Routine, Needs PCP, 10/04/18 16:00:00 EDT	10/04/2018 16:00 EDT	Pending	Resource Center Consult	
<input type="checkbox"/> TESTING, BBANK02	5BLA / B584 / 03	TESTING, BABY	Start: 10/04/18 15:59:00 EDT, Routine, SNF Referral, 10/04/18 15:59:00 EDT	10/04/2018 15:59 EDT	Pending	Resource Center Consult	

### 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 in 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.

The screenshot shows a right-click context menu over the 'Location/Room/Bed' column of the task list. The menu options include 'Chart Done', 'Chart Done (Date/Time)...', 'Chart Not Done...', 'Quick Chart', 'Chart Details / Modify...', 'Unchart...', 'Ad Hoc Charting...', 'Reschedule This Task...', 'Print', 'Order Info...', 'Order Comment', and 'Create Admin Note...'. The 'Create Admin Note...' option is highlighted with a red box.

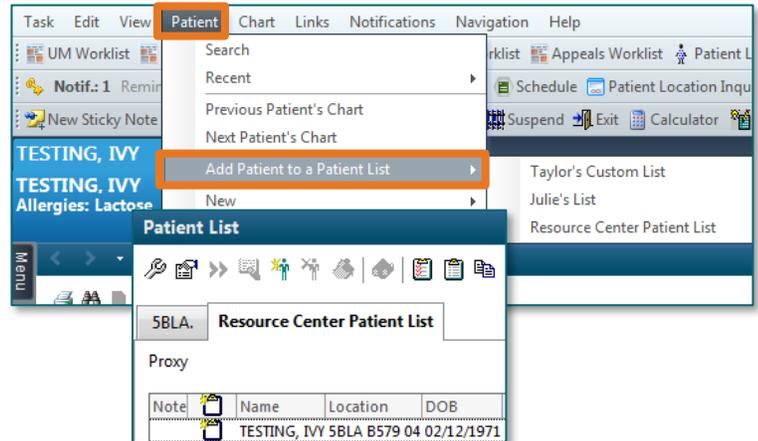
The 'Admin Note' dialog box is open, showing the title 'INP Care Management Consult' and the start time 'Start: 03/29/19 9:53:00 EDT, Routine, Placement, 03/29/19 9:53:00 EDT'. The text 'Assigned to Jane Doe' is entered in the note field. The dialog has 'Clear', 'OK', and 'Cancel' buttons.

Below the dialog, a small table shows the task list with the 'Create Admin Note' icon (a yellow notepad) in the white block to the left of the 'Location/Room/Bed' column for the patient 'TESTING, IVY'.

Location/Room/Bed	Name
5BLA / B579 / 04	TESTING, IVY
5BLA / B584 / 03	TESTING, BABY

**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.

