

## From the Office of Clinical Informatics Grant 5 Referrals Multi-Patient Task List (MPTL) June 27, 2023

# The Multi-Patient Task List (MPTL) is used to identify patients with an active Grant 5 Referral order. Care Managers and Nursing Supervisors are able to view this list.

#### Setting Up the Multi-Patient Task List (MPTL)

- **<u>STEP 1</u>**: Select **Multi-Patient Task List** from the toolbar. The Task List will display.
- **<u>STEP 2</u>**: Click **Options** in the Toolbar.
- **<u>STEP 3</u>**: Select **Task List Properties**.
- **<u>STEP 4</u>**: Select **Generic Time Frame**.
  - Select the **From** and **To** date and times.
- **<u>STEP 5</u>**: Click **Patient List** tab.
  - Patient Lists already established display on the left side.
- **<u>STEP 6</u>**: If using an established patient list, click the box next to **Choose a Patient List** then select the appropriate list. Click **OK**.
- <u>STEP 7</u>: Or, 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**.
- **<u>STEP 8</u>**: Click **Save**, then click **OK**.

#### **Multi-Patient Task List Columns**

- **Location/Room/Bed** displays the nursing unit name, room number, and bed assignment.
- Name column displays the patient's last name, followed by the first name.
- **Task Status** displays as **Pending** and remains on the MPTL until the task is charted as **Done**.
- > Order Details displays the order date and the reason for the order.

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View Assigned Tasks	Save

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#### Adding a Note to the MPTL

- **STEP 1:** Right-click anywhere in the patient row and select **Create Admin Note**.
- **<u>STEP 2</u>**: The note is viewable to all users and is used to pass along pertinent patient information.
- **<u>STEP 3</u>**: Once a note is documented, a note symbol *w*ill be in the second column.
- **<u>STEP 4</u>**: Click the note symbol to view note.
- <u>STEP 5</u>: To remove the note, click the note symbol **b** and select **Clear**.
- Task Status Scheduled Date and Time Task D Location/Room/Bed Name Chart Done Chart Not Done 5BLA / BHAL / 03 \*TESTING, ROMAN Pending **Ouick** Chart 07/23/1985 \*Name Alert Chart Details ... Unchart.. Reschedule This Task. Print Order Info... Create Admin Note ... Clear OK Cancel

STEP 6: Click OK.

#### **Remove Patients from MPTL**

- **<u>STEP 1</u>**: Right-click the task row and select **Chart Done**.
- **<u>STEP 2</u>**: Refresh the MPTL using the **minutes ago** button.

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.