

Dietitians use the InPt Multi-Patient Task list (MPTL) to view and manage tasks for nutrition consults, referrals, and other tasks.

Using the Inpatient Multi-Patient Task List

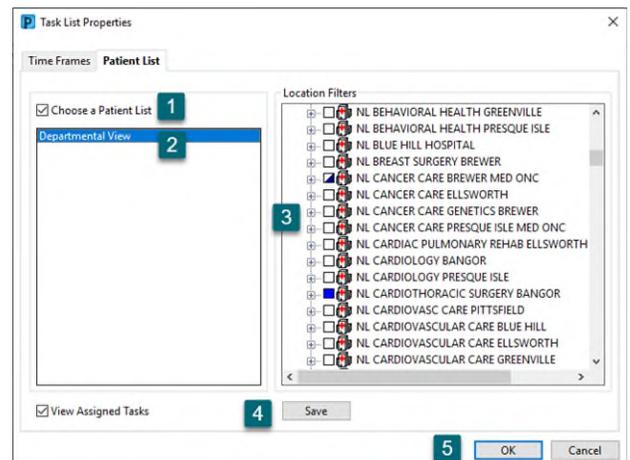
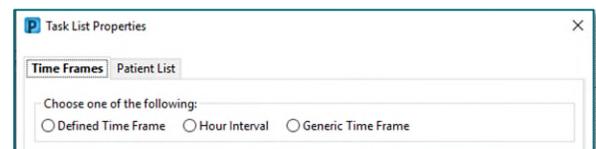
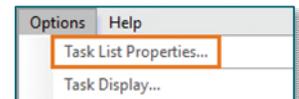
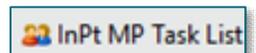
The InPt Multi-Patient Task List can be used to view and manage inpatient and ambulatory task consult orders.

➤ From one task list, the following tasks will be available:

- **Nutrition Assessment** – this task fires for inpatient consults.
- **Dietitian Referral** – the **Dietitian Referral** task that fires when **YES** is selected in **Dietitian Referral** field of the Oncology Nutrition Screening section of the Oncology Patient Education Note Form.
- **Oncology Dietitian Consult** – the **Oncology Dietitian Consult** order will only be used by providers from the **ambulatory practices listed in the table on page 2 for oncology patients ONLY**.

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

- STEP 1:** Select **InPt MP Task List** from the toolbar.
- STEP 2:** Click **Options** in the toolbar.
- STEP 3:** Select **Task List Properties**.
- STEP 4:** Select a desired **Time Frame**.
- STEP 5:** Click **Patient List** tab.
- STEP 6:** Check 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**.
 - Locate and place a check in the boxes next to the ambulatory locations listed in the table below.
 - Providers from these locations will enter the **Oncology Dietitian Consult** order for dietitian consults for oncology patients **ONLY**.



NOTE: Recommendation for the NL Cancer Care Brewer Med Onc location is to expand the list and only put a check in the boxes for NL Cancer Care Brewer Med Onc and NL Cancer Care Brewer Med Treatment.



STEP 7: Click **Save**, then click **OK**.

Locations	
NL Cancer Care Med Onc Brewer	NL Cancer Care Med Onc Brewer Treatment
NL Pediatric Cancer Care Brewer	NL Pediatric Cancer Care Brewer Treatment
NL Palliative Care Bangor	NL Rheumatology Brewer
NL Breast Surgery Brewer	NL Cardiothoracic Surgery Bangor
NL Ear Nose and Throat Care Bangor	NL Ear Nose and Throat Care Bangor at Webber Suite
NL Eastern Maine Medical Center (*applicable Inpatient Units)	

InPt Multi-Patient Task List Columns

	Location/Room/Bed	Name	Provider Name	Task Description	Mnemonic	Order Details	Order Status	Scheduled Date and Time	Task Status
	60^ONC_E	TESTING, LUIS 01/01/1975	SMITH - TEST03, LANCE	Oncology Dietitian Consult	Oncology Dietitian Consult	Start: 03/07/24 14:32:00 EST, Reason for Assessment: Testing testing	Ordered	03/07/2024 14:32 EST	Pending

- The **first column** displays the status of the task.
 - indicates the task is in a **Pending status**.
 - indicates the task is in a **Completed status**.
- The **second column** displays symbols such as:
 - displays for STAT orders.
 - displays for tasks with a note documented.
- **Location/Room/Bed** displays the encounter location in which the order was placed on. If placed on an inpatient encounter, the inpatient unit, room and bed will display.
- **Name** column displays the patient's name and date of birth.
- **Provider Name** displays the ordering provider.
- **Task Description** displays the name of the task.
- **Order Details** displays the order date, priority, and the details.
- **Order Status** displays the status of the order.
- **Scheduled Date and Time** displays the date and time the order was placed.
- **Task Status** displays the status of the task.

Sorting the Multi-Patient Task List

➤ Clicking the header of a column will change the way the MPTL is sorted.

- Only one filter can be in place at a time.
- A black carat displays in the column header in which sorting has been performed. 

Adding a Note to the Multi-Patient Task List

STEP 1: Right-click anywhere in the patient row and select **Create Admin Note**.

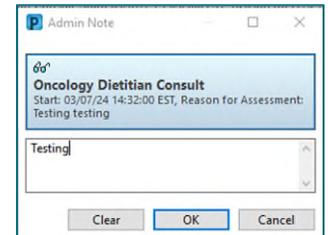
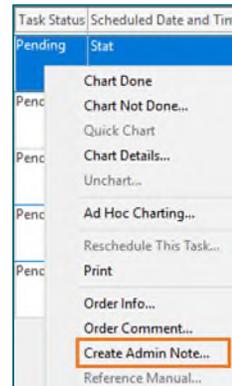
- The note is used to pass along pertinent patient information.

STEP 2: Once a note is documented, a note symbol  will be in the second column.

STEP 3: To view the note, click the note symbol .

STEP 4: To remove the note, click the note symbol  and select **Clear**.

STEP 5: Click **OK**.



Completing a Task from the Multi-Patient Task List

To document a task as completed:

- Select the task and right-click to open the documentation options.
- Select **Chart Done** once the task has been completed.
 - A green checkmark displays to the left of the task and the **Task Status** will update to **Complete**.
 - Refresh the screen using the **minutes ago** button and the task will fall off the MPTL.



Setting Multi-Patient Task List to Automatic Refresh

To set the MPTL to automatically refresh:

- From the **InPt Multi-Patient Task List**, click **Options** in the Toolbar.
- Hover over the **Automatic Refresh** option and select one of the available times to set the auto-refresh.

