

The ONC Multi-Patient Task List functions similar to the Ambulatory Multi-Patient Task List where tasks fire when certain orders, such as imaging and ECG orders are placed in Cerner. The ONC Multi-Patient Task list offers several advantages to managing tasks more efficiently.

## Overview of ONC Multi-Patient Task List (MPTL)

Benefits of the ONC Multi-Patient Task List compared to the Ambulatory Multi-Patient Task List for managing tasks:

- Structure and functionality of the Onc MPTL is the same as the Inpatient Multi-Patient Task List.
- Two available tabs to view Pending and Completed Tasks.
- Filter only needed task types (i.e., Ambulatory Care and Ambulatory Diagnostic Procedures).
- Sort columns by clicking column header (i.e., Patient Name, Ordering Provider, Order Details, Task Order Date).
- Scheduled Date and Time column can be used to sort in Chronological and Reverse Chronological Order.
  - When sorting by reverse chronological, all STAT tasks will sort to the top followed by oldest order to newest.
- Order Details are viewable faceup in its own column. Hover to see more details.
- Symbols in the second column indicating STAT orders and tasks with comments.
- The MPTL can be set to Auto Refresh, if desired.

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

**STEP 1:** Select **ONC Multi-Patient Task List** from the toolbar.

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

**STEP 3:** Select **Task List Properties**.

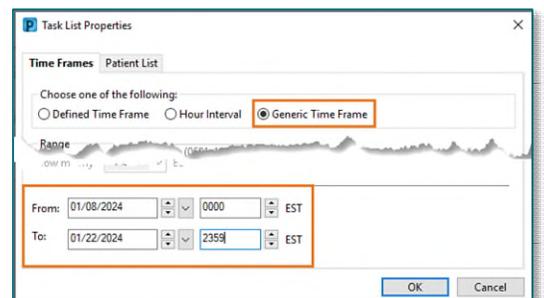
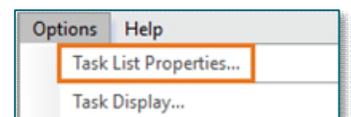
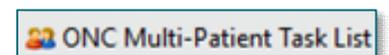
**STEP 4:** Select **Generic Time Frame**.

- Select the **From** and **To** date and times.

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

**STEP 6:** Click the box next to **Choose a Patient List** and select **Departmental View**.

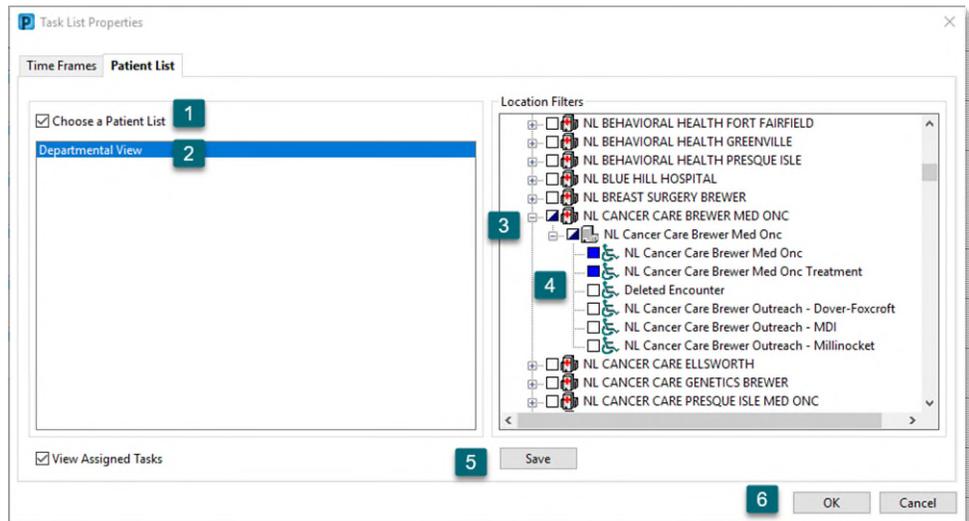
- On the right side under **Location Filters**, click the + next to **All Locations**.



- Scroll down and click the + next to the appropriate facility beginning with the initials NL.
  - Facility name for CCOM is **NL CANCER CARE BREWER MED ONC**.
- Click the + next to **NL Cancer Care Brewer Med Onc** to expand the list.
- Click the boxes next to the desired locations.

**NOTE:** Recommendation is to only select **NL Cancer Care Brewer Med Onc** and **NL Cancer Care Brewer Med Treatment** unless managing tasks at the oncology outreach clinics for **Dover, MDI, and Millinocket**.

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



## Viewing the ONC Multi-Patient Task List

The ONC Multi-Patient Task List includes two tabs:

- Pending Tasks
- Completed Tasks



**NOTE:** Each tab must be set up individually with the desired patient list in order to view tasks. Follow the steps outlined above to setup the list for the Completed Tasks tab.

## ONC Multi-Patient Task List Columns

	Location/Room/Bed	Name	Task Description	Task Status	Scheduled Date and Time	Order Details	Provider Name
⚠	ONC_E	*TESTING, HARVEY 12/01/1980 <i>*Name Alert</i>	Review Orders for Authorization/Scheduling	Pending	Stat 01/09/24	Priority:Stat; Exam:CT Abdomen and Pelvis with Contrast 74177; Order As...	SMITH - TEST03, LANCE
✔	ONC_E	*TESTING, BRUINS 10/09/1955 <i>*Name Alert</i>	Review Orders for Authorization/Scheduling	Pending	Stat 01/10/24	Priority:Stat; Exam:PET CT Tumor Init Tx Whole Body 78816; Order As:PET...	SMITH - TEST03, LANCE

- 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.

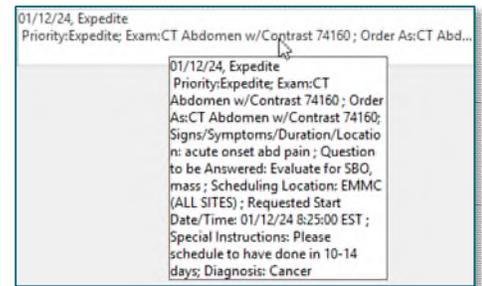
- 📄 displays for tasks with a note documented.
- **Location/Room/Bed** displays the encounter location in which the imaging order was placed on.
- **Name column** displays the patient's name and date of birth.
- **Task Description** displays the name of the task.
- **Task Status** displays the status of the task.
- **Scheduled Date and Time** displays the date and time the order was placed.

**NOTE:** Orders placed with a priority of STAT will display "Stat" in this column.

- **Order Details** displays the order date, priority, and the details.

**NOTE:** Hover to see all the order details.

- **Provider Name** displays the ordering provider.



### Sorting the ONC 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 ONC Multi-Patient Task List

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

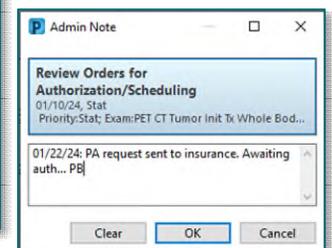
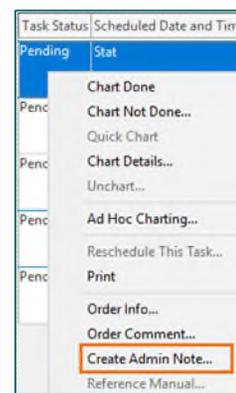
- The note is used to pass along pertinent patient information.

**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**.



## Documenting a Task from the ONC Multi-Patient Task List

To document a task, double-click in the patient row in the MPTL and the applicable form opens.

- Once the form is signed, the task status in the MPTL will display as Complete. When the MPTL is refreshed, the completed task drops off the Pending Tasks tab.
- To view completed tasks, go to the Completed Tasks tab.

## Setting ONC Multi-Patient Task List to Automatic Refresh

To set the MPTL to automatically refresh:

- From the ONC 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.

