

## From the Office of Clinical Informatics Cerner Millennium Multi-Patient Task List Set Up – Pharmacy September 8, 2023

## The Multi-Patient Task List is used as part of the Dual Pharmacist Verification workflow. This flyer outlines how to set up a patient list and the Multi-Patient Task List.

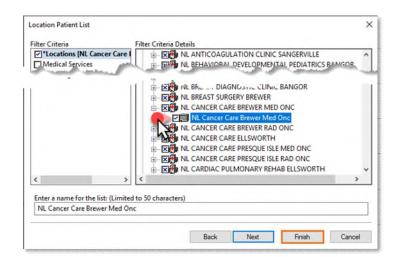
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## Setting up a Patient List

- **<u>STEP 1</u>**: Select the **Patient List** icon from the toolbar at the top of the screen.
- **<u>STEP 2</u>**: Select the **List Maintenance** icon.
- <u>STEP 3</u>: In the **Modify Patient Lists** window, select **New** in the bottom right corner.
- **<u>STEP 4</u>**: From the Patient List Type window, select **Location**.
- STEP 5: Select Next.
- **<u>STEP 6</u>**: The **Patient List** window appears for the list type selected.
- **<u>STEP 7</u>**: Expand the **Locations** folder.
  - Scroll down to find the desired location(s).
- **<u>STEP 8</u>**: Select the **plus sign** icon next to the desired location(s).
- **<u>STEP 9</u>**: Place a check in the **box** beside the desired location(s).

STEP 10: Select Finish.

- **<u>STEP 11</u>**: The **Modify Patient Lists** window appears.
  - Select the applicable list within the available list section.



- **<u>STEP 12</u>**: Select **Add** to move the patient list to Active Lists to be available on view.
- STEP 13: Select OK.

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

To setup the Multi-Patient Task List to use with the Dual Pharmacist Verification workflow, following the steps outlined below.

**<u>STEP 1</u>**: Select **Multi-Patient Task List** from the toolbar. The Task List displays.

Options Help		
👫 Appeals Work	ist 🛔 Patient List	🚨 Multi-Patient Task List



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- **<u>STEP 2</u>**: Click **Options** in the Toolbar.
- **<u>STEP 3</u>**: Select **Task List Properties**.
- **<u>STEP 4</u>**: Select a desired timeframe.
- **STEP 5:** Click **Patient List** tab.
  - Patient Lists already established display on the left side.
- **<u>STEP 6</u>**: Click the box next to **Choose a Patient List** then select the appropriate list.
- **STEP 7:** Click **OK**.
- **<u>STEP 8</u>**: Click **Options** in the toolbar.
- **<u>STEP 9</u>**: Select **Task Display**.
- **<u>STEP 10</u>**: In the **Task Types** section, click the two highlighted options to remove them from the field on the right (**Pharmacist Clinical Documentation** and **Pharmacy Consults**)
- **<u>STEP 11</u>**: Scroll up in the **Task Types** field and select **Pharmacist Chemotherapy Documentation**.
- STEP 12: Click OK.

Task List Properties

Time Frames
Patient List

Choose a Patient List

Cotaction Filters
Cotaction Filters
Cotaction Groups
Cotaction Groups
Cotaction Solutions
View Assigned Tasks
Save
OK Cancel

Options

ons Help Task List Properties...

Task Display...

Task Types			
	Find:		
Pharmacist Chemotherapy Documentation		^	
Pharmacist Clinical Documentation			
Pharmacy Consults			
Pharmacy Documentation			

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.