The MultiPatient Task List (MPTL) is a critical component of the Respiratory Therapy workflow and will be used throughout the shift to:
1. **Identify patients with Respiratory Therapy tasks (generated from specific orders).**
2. **Document the completion of tasks.**

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**.

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

- Select the shift that is closest to the timeframe of the shift routinely worked.

NOTE: **If Generic Time Frame is used, it is suggested that the TO time frame be moved out several years to avoid having to update the time frame frequently.**

STEP 5: Click **Patient List tab**.
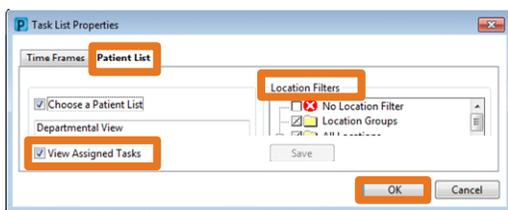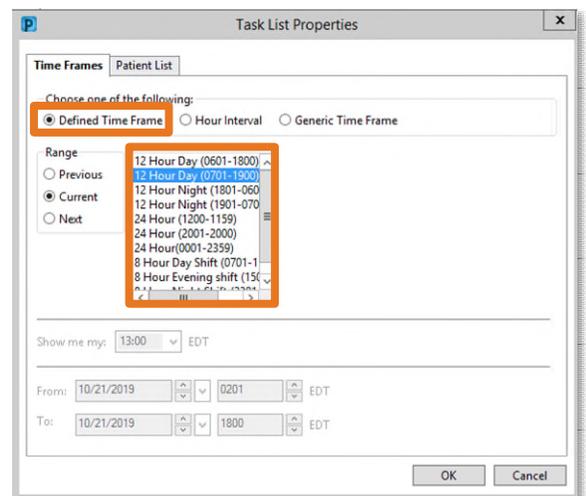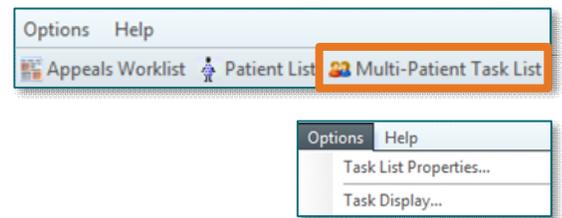
- If a custom patient list has already been established for the covered nursing units, click the box next to **Choose a Patient List.**

STEP 6: On the left side, select the appropriate Patient List.

STEP 7: **Or,** if no Patient List has been previously established, 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**.

NOTE: **The Emergency Departments are located in the Outpatient location filter.**

- Click the box(es) next to the desired **nursing unit(s).**

STEP 8: Click **Save,** then **click OK.**

Viewing the MultiPatient Task List

➢ Patients in the selected patient list will display on the left. Those patients with Respiratory Therapy Orders will be bolded.

➢ **MultiPatient Task List Columns**

- The first column (yellow) may display a variety of symbols. The Task-at-a-Glance Legend can be accessed in Options above the toolbar.

NOTE: **If this column is clicked, it completes the task and you will not be able to launch directly to the documentation from the MPTL.**
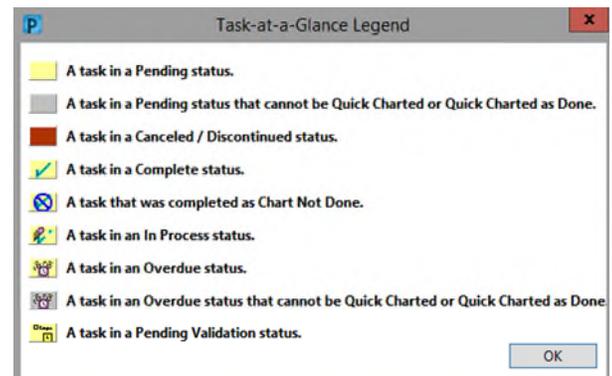
- The Indicators column displays icons:
  - Stat orders display 🔴 red diamond with white exclamation point.
  - Orders entered via a Powerplan display 🟨 yellow box with colored shapes.
  - Orders that need to be Marked as Reviewed display 👓 eyeglasses. (Orders are marked as reviewed in Care Compass).

- **Location/Room/Bed** displays the nursing unit name, room number and bed assignment.

- **Name** column displays the patients last name, followed by the first name.

- **Order Details** displays the order date, routine unless ordered stat, and the reason for the consult.

- **Task Status** Pending, Overdue, or Completed. (Completed tasks drop off when the MPTL is refreshed).

- **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 description of the order that was placed.

- **Order Details** displays the details of the order. Hover to see the entire order detail if it is not all in view.

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.

➢ Click the patients name on the left to bring that patients tasks to the top of the list.

Documenting a Task from the Multi-Patient Task List

After double-clicking in the patient row in the MPTL, **Activity View** in iView opens up. This view allows charting in one location without searching for documentation fields that may be located in another section of iView.

➢ Although it is best to document in real time, remember to change the **time** if charting retrospectively using the purple **Change Task Documentation Time** icon.

➢ In the **Documentation Time** box, enter the date and time that the task took place.

➢ Click the box in front of the task to be documented on.

➢ Click **OK**.

➢ A new time column will display in Activity View to document the task.

NOTE: **If right-clicking to add a time column is used to change the time in Activity View, the task will NOT fall off of the MPTL. Time must be changed using the Change Task Documentation Time icon.**

➢ Once the documentation has been signed it goes into the appropriate section in the Respiratory Therapy iView band and the task(s) are **cleared** from Care Compass Activities column.

➢ The task status in the MPTL will display as Complete and when the MPTL is refreshed the completed task drops off the MPTL.