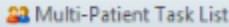This Quick Reference Guide (QRG) reviews navigating the RT Multi-Patient Task List.

The first time you log in to PowerChart you will need to set up your task list properties and your patient lists for patient data to populate. Location should only need to be set up one time. Other items, such as time frames may vary based on shift and location.

Common Buttons & Icons

Options	**Options** button
⌄	**Calendar** icon
👥 Multi-Patient Task List	**Multi-Patient Task List** toolbar icon

Set up Time Frames

➢ **From the Multi-Patient Task List:**

<u>STEP 1</u>: Click **Options** in the upper toolbar.

<u>STEP 2</u>: Click **Task List Properties.**

<u>STEP 3</u>: Chose the appropriate time frame radio button.

1. **Best Practice**: **Defined Time Frame** because it gives you the ability to select the shift you are working; eight, twelve, or twenty-four. Note there is overlap in case your shift runs over.
   - Select the Defined Time Frame radio button.
   - Click the shift needed.
   - Click **OK.**

2. Hour Interval:
   - Select the Hour Interval radio button.
   - Click the **Show me my** drop-down arrow to change the hour interval, as needed.
   - Click **OK.**

3. Generic Time Frame:
   - Displays all tasks, not just for your shift.
   - Click the **Calendar** icon to open the calendar and select a From and To date frame.
   - Click the **Right and Left** arrow icons to change the year and/or the date.
   - Click anywhere outside the calendar to close it.
   - Adjust the **Date** back in time to see any overdue RT orders and tasks.

- ▪ Use the **Time Up and Down** arrow icons to adjust the time frame for the date you have selected.
- ▪ Click **OK.**

Set-up Patient List Locations using Filters

NOTE: This will need to be done for each tab in your Multi Patient Task List separately. You can use either the Location filters or pre-existing patient lists.

➢ **From the Multi-Patient Task List:**

STEP 1:   Click **Options** from the top toolbar.

STEP 2:   Click **Task List Properties.**

STEP 3:   Click **Patient List** tab if it is not already in view.

STEP 4:   Click Choose a Patient List and select Departmental View.

STEP 5:   Click the **All locations** + icon.

STEP 6:   Scroll down and select the + icon for the locations you cover.

NOTE: You can build a list around multiple locations at one time.

STEP 7:   Click the + icon for the individual units within the selected locations.

STEP 8:   Select the check box for the locations you need.

STEP 9:   Click **Save.**

STEP 10:   Click **OK.**

Set-up Patient List Locations using Pre-existing Patient Lists

NOTE: This will need to be done for each tab in your Multi Patient Task List separately. You can use either the filters or pre-existing patient lists.

➢ **From the Multi-Patient Task List:**

STEP 1:   Click **Options** from the top toolbar.

STEP 2:   Click **Task List Properties.**

STEP 3:   Select the **Choose Patient List** check box.

STEP 4:   Click the appropriate option from the populated list.

STEP 5:   Click **OK.**

Navigate Scheduled Patient Care Tab

➤ **From the Multi-Patient Task List:**

STEP 1: Click the Scheduled Patient Care tab so that it is in view, as needed.

STEP 2: Scroll right to see the various heading titles.

STEP 3: Click the header to organize the list in regular or reverse order.

NOTE: A triangle appears in the header when it is in reverse order.

Navigate Patient Tasks

➤ **From the Multi-Patient task list Scheduled Patient Care tab:**

STEP 1: Click the patient's name under the **Name** column header.

NOTE: This will group all the tasks together for that patient.

STEP 2: Double click in the desired patient task row in the MPTL.

STEP 3: Assign a relationship of Patient Care if this has not already been established with the patient. Click OK.

STEP 4: Documentation for the task opens.

STEP 5: Review and complete documentation as appropriate.

STEP 6: Return to the Multi-Patient Task list by clicking **Multi-Patient Task List** toolbar icon.