




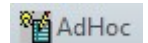


This Quick Reference Guide reviews the Outpatient and Inpatient Acute Therapy Workflows.

Common Buttons & Icons

 Multi-Patient Task List	Multi-Patient Task List button
	Plus icon
	Patient drop-down arrow
	Plus Add icon
	Binoculars icon

	Sign icon
	Refresh icon
	Forward button
	AdHoc button

Setup the Multi-Patient Task List

➤ From PowerChart:

STEP 1: Click the **Multi-Patient Task List** button in the action toolbar.

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

STEP 3: Click **Task List Properties**. The Task List Properties window displays.

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

STEP 5: Select the range that most closely represents your current shift; then click the **Patient List** tab.

STEP 6: Select the **Choose a Patient List** check box; then, select the appropriate list.

NOTE: You can create a new list by using the Location Filters. Use the plus icon to open locations and select the appropriate check boxes.

STEP 7: Click **OK**.

Change List in View

➤ From the Multi-Patient Task List:

STEP 1: Right-click the list name in the top gray bar.

STEP 2: Click **Customize Patient View**. The Task List Properties window displays.

STEP 3: Make the necessary selections; then, click **OK**.

Change Time Frame

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

STEP 1: Right-click the time frame in the top gray bar.

STEP 2: Click **Change Time Frame Criteria**. The Task List Properties window displays.

STEP 3: Make the necessary selections; then, click **OK**.

Access a Patient's Chart

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

STEP 1: Click the patient's task in the list.

STEP 2: Click the **Patient** drop-down arrow in the top bar.

STEP 3: Click the desired location of the chart.

NOTE: If you click the patient's name in the bar, PowerChart opens to the Rehabilitation Summary.

Complete Inpatient Evaluation

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

STEP 1: Double-click the task.

STEP 2: Complete the appropriate documentation in the PowerForm.

NOTE: Red asterisks and yellow fields indicate required documentation.

- To add a problem to the patient list, use the following steps:
 - Click the History, Problems section.
 - Click the + icon.
 - Click the Binoculars icon.
 - Search for and select the appropriate diagnosis.
 - Click OK.
 - Complete the necessary fields associated to the problem.
 - Click OK to save.

STEP 3: Click the **Sign** icon.

NOTE: Use the Refresh icon from the Multi-Patient Task List to remove the completed task.

Complete Patient Certification

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

STEP 1: Double-click the task.

STEP 2: Complete the appropriate documentation in the PowerForm.

NOTE: Red asterisks and yellow fields indicate required documentation.

STEP 3: Click the **Sign** icon.

NOTE: Use the Refresh icon from the Multi-Patient Task List to remove the completed task.

Forward Certificate to Provider

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

STEP 1: Click the appropriate patient's task in the list; then, click their name in the top blue bar. The patient's PowerChart opens.

STEP 2: Click **Documentation** from the Menu.

STEP 3: Click the Patient Certificate in the list; then, click the Forward button. The Forward Only window displays.

STEP 4: Select the appropriate Forward Action.

STEP 5: Enter the Provider in the To field.

NOTE: Use the Binoculars icon to search for the provider if necessary.

STEP 6: Click **OK** to send the certificate.

Document a Daily Note

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

STEP 1: Double-click the task.

STEP 2: Complete the appropriate documentation in the PowerForm.

NOTE: Red asterisks and yellow fields indicate required documentation.

STEP 3: Click the **Sign** icon.

NOTE: After the 8th visit, you will begin receiving Discern Notification Messages, reminding you the Progress Note is due on the 10th visit.

Complete Discharge Summary

➤ **From the Patient's chart:**

STEP 1: Click **AdHoc** in the action toolbar.

STEP 2: Click the appropriate folder; then, select the **Discharge Summary** check box.

STEP 3: Click **Chart**.

STEP 4: Complete the appropriate documentation in the PowerForm.

STEP 5: Click the **Sign** icon.

Document Missed Therapy Minutes

➤ **From the AdHoc Charting window:**

STEP 1: Click the appropriate folder; then, select the **Missed Therapy Minutes** check box.

STEP 2: Click **Chart**.

STEP 3: Complete the appropriate documentation in the chart.

STEP 4: Click the **Sign** icon.