Multi patient task list (MPTL) – admin note

Quick reference guide

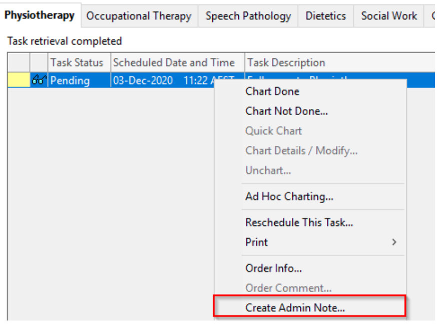
MPTL is used by allied health clinicians and other specialist services as a caseload management tool.

Admin Notes within MPTL can be used as a handover tool between clinicians.

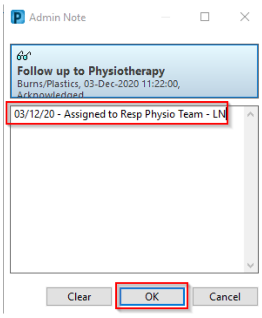
Note: The admin notes are not saved to the patient chart, but they can be audited. Admin Notes should not be used for any clinical information. Clinical information should continue to be documented in a progress note.

Documenting an Admin Note in MPTL

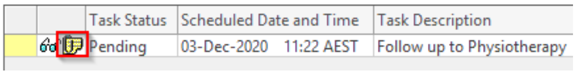
1. Right click on the task and select Create Admin Note



2. The Admin Note window opens. Document the required information within the comment box, in the format of Date – Note – Initials > Select OK



3. An Admin Note icon appears next to the task for that patient, to highlight the presence of an admin note.



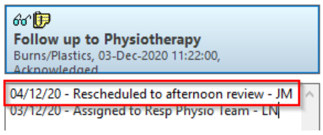
Viewing an Admin Note in MPTL

1. Click on the Admin Note icon shown above
2. The Admin note window populates and the note is visible.

Modifying an Admin Note

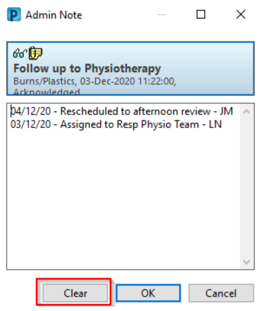
1. Open admin Note (see Viewing an Admin Note in MPTL section above)
2. Modify the content of the Admin Note > select OK

Note: You should enter any new notes on a new line, at the top of the Admin Note window.

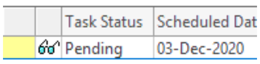


Deleting an Admin Note

1. Open admin Note (see Viewing an Admin Note in MPTL section above)
2. Select Clear



3. Select OK
4. The admin note icon is no longer visible on the MPTL.



Note: You should only ever delete an admin note that has been documented against the wrong patient. Otherwise, admin notes should be maintained and added too (as outlined in the Modifying an Admin Note section above)