

Multi-patient Task List

Allied Health and Specialty Services

Quick reference guide

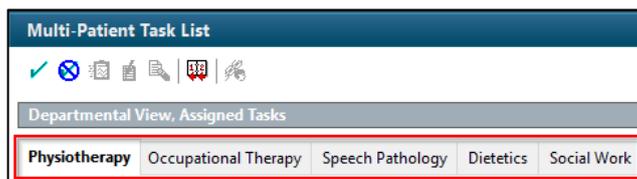
Note: The Multi-Patient task list will be required to be set up the first time you log in.

Multi-Patient Task List (MPTL) Overview

The MPTL will open by default for most Allied Health staff when PowerChart is launched. The MPTL is the new inpatient caseload management tool for Allied Health.

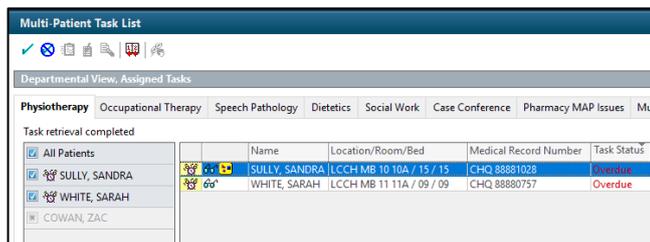
Inpatient Consult and Follow up orders for Allied Health land on the MPTL as tasks to be completed. A Consult is an initial referral and a Follow up is a review.

1. On the MPTL, consult and follow up tasks are divided among the different **profession tabs**



The tab for your profession will show first by default and you can action tasks from this tab. The tasks on the tabs for other professions are view-only.

2. All patients are listed on the left of the MPTL and all tasks are listed on the right



3. Patient's with no outstanding consult or follow up appointments will appear **light grey** on the left of MPTL if a ward or service list has been loaded



4. Click on the column headings to filter tasks alphabetically (e.g. by **Task Status**)

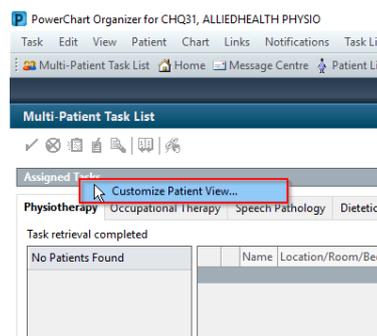
Task Status	Scheduled Date and Time	Task Description
-------------	-------------------------	------------------

5. In the task list, the clock symbol  in the left column indicates that a task is overdue
6. The glasses  indicate that the task is on the nursing Care Compass but has not yet been "seen" by the nursing staff

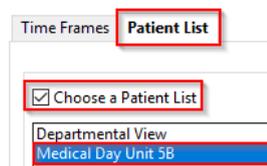
Add a Patient List to MPTL

Note: If you aren't sure how to create a patient list, see Quick Reference Guide titled **Patient lists - QRG**

1. Ensure the tab associated with your work profession is selected e.g. Physiotherapy if you are a physiotherapist.
2. Right click over the words **Assigned Task** in the grey banner bar to assign a patient list to the Multi-Patient Task List



3. Click **Customize Patient View**
4. In the Patient List tab, tick the box beside **Choose a Patient List** (if not already ticked)
5. Select the patient list you want to assign.

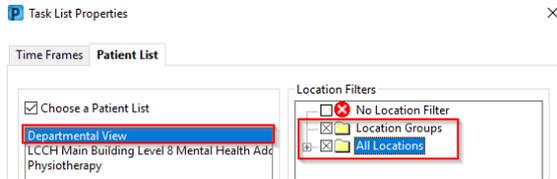


6. Click **OK** and you can see a list of all the consult orders for patients in that location that are related to your profession.

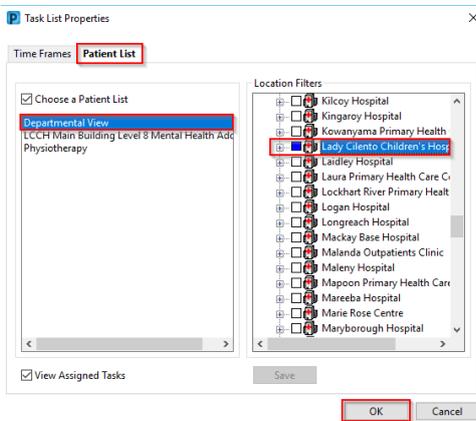


Add Departmental View to MPTL

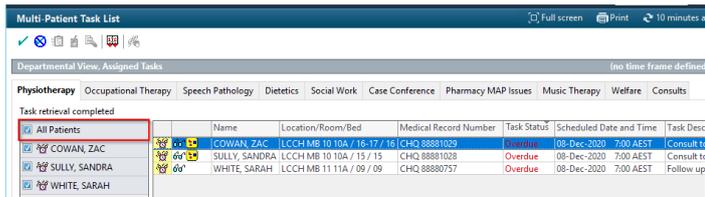
1. Complete steps 1-3 above
2. From the Patient List tab, select Departmental View



3. From the location filters, ensure the correct hospital is selected. Double-click All Locations and select the correct hospital



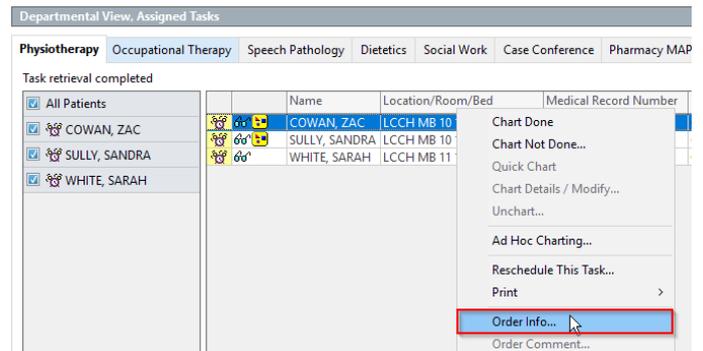
4. Click OK. You can see the list of all consult and follow up orders for patients in the hospital that are related to the profession tab selected.



Note: The MPTL will automatically load each day to the correct date. If you change the Time Frame, this automatic load will not occur and you will need to manually load your MPTL list each day. This setting can be removed by phoning the Digital Health team on ext. 1999.

Reviewing Orders on the MPTL

1. Right click on the order and select Order Info to review details on the order including History.



Accessing patient chart from MPTL

1. Right click on the order and select Open Patient Chart to access specific sections of the patient record including Orders and Documentation.

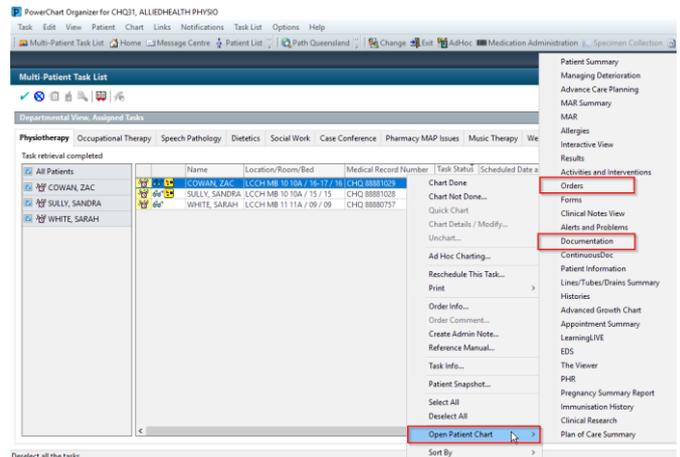
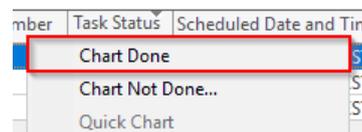


Chart a task as Done on MPTL

Once the patient has been seen, and the usual progress notes entered, the task should be charted on the MPTL.

1. Right-click on the task.
2. Click Chart Done.



OR

3. Click the yellow box on the left of the task list.

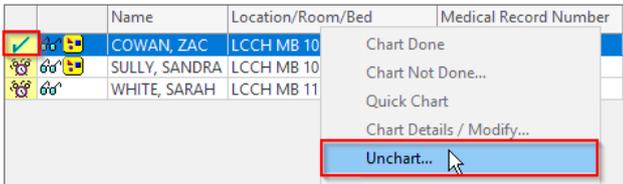
A green tick will appear indicating that the task is charted . This action can also be done via Activities and Interventions in the patient chart.



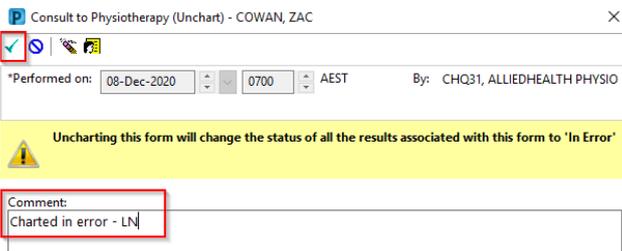
Unchart a task on the MPTL

For tasks charted in error, **do not** refresh the screen.

1. Right-click on the task.
2. Select **Unchart**.



3. Enter a reason for uncharting the task in the **Comment** field (e.g. Charted in error).



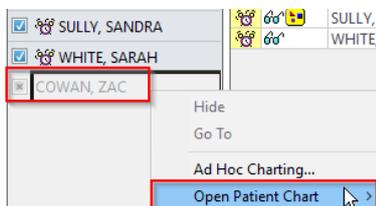
4. Click the **green tick**.

Note: If you have already clicked Refresh, the action cannot be uncharted and you will need to place a new order in Orders.

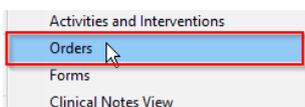
Tasks charted in error as done

If you have charted a task as done on the MPTL, then refreshed the screen, the task will disappear from the MPTL. You will need to reorder the task:

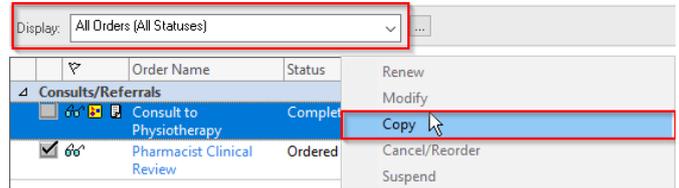
1. Right-click on the **patient's name** from the left menu in MPTL.



2. Select **Open Patient Chart**.
3. Click on **Orders**.



4. On the Orders screen, right-click on the **Completed** order.
5. Select **Copy**.



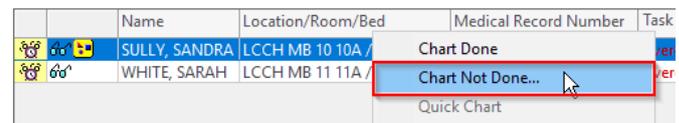
6. Complete the details of the new order.

Note: If you aren't sure how to place an order, see the **Order a consult** Quick Reference Guide.

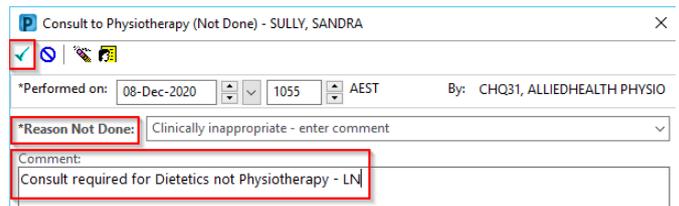
Chart a task as Not Done on the MPTL

The **Chart Not Done** function is to be used for inappropriate referrals and should be accompanied by a progress note in Documentation.

1. Right-click on the task on the MPTL.
2. Select **Chart Not Done**



3. The Chart Not Done window will appear. Select a **Reason Not Done** and enter a comment (if appropriate).
4. Click the **green tick** to sign.



Incorrect but appropriate orders on the MPTL must be modified using the Modify or Cancel/Discontinue functions in Orders rather than Chart Done.

Note: Incorrect but appropriate orders on the MPTL must be modified using the Modify or Cancel/Discontinue functions in Orders rather than Chart Done.



Reschedule a task on the MPTL

1. Right-click the task
2. Click **Reschedule This Task**.

	Name	Location/Room/Bed	Medical Record Number	Task Status
	SULLY, SANDRA	LCCH MB 10 10A / 15 /		Chart Done
	WHITE, SARAH	LCCH MB 11 11A / 09 /		Chart Not Done...

Context menu for the task:

- Chart Done
- Chart Not Done...
- Quick Chart
- Chart Details / Modify...
- Unchart...
- Ad Hoc Charting...
- Reschedule This Task...**
- Print

3. Set the **new date and time** of the task.
4. Choose a **Rescheduling reason** > click **OK**.

Reschedule Consult to Physiotherapy for SULLY, SANDRA

Currently scheduled date and time
08-Dec-2020 7:00

Rescheduled date and time
09-Dec-2020 0900 AEST

Rescheduling reason

- <none>
- <none>
- Clinically inappropriate - enter comment
- Dialysis
- Drug-allergy interaction
- Equipment/supplies unavailable
- Medication unavailable-contact pharmacy
- Nausea and vomiting
- Nil by mouth/fasting
- No access
- Order requires clarification
- Other - enter comment
- Patient discharged or deceased
- Patient sleeping**
- Patient unavailable - enter comment
- Refused by parent/guardian/family

Buttons: Cancel, OK

Note: A task cannot be rescheduled more than 3 days from the original due date/time.

