

## Multi-Patient Task List (MPTL):



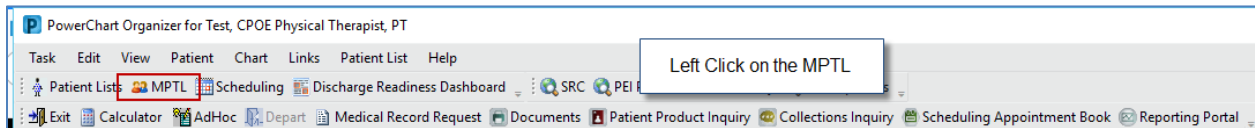
The MPTL is role dependent

- Displays tasks associated with orders
- User must have an active patient list (location or custom) before an MPTL can be set up.
- Tasks populate for patients within clinician service
- Scheduled and overdue tasks will display
- Information displayed includes Name, MRN, and Location (Loc/Rm/Bed)

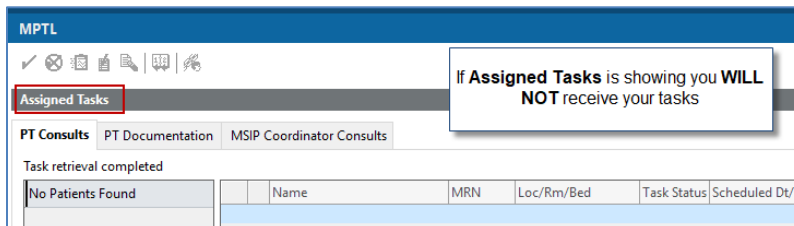
**The first time a clinician logs in to MPTL, the defaults must be set up.**

### To set up a Multi-patient Task List (MPTL)

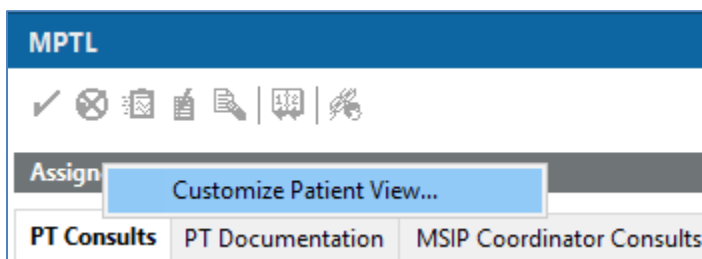
1. Left click on the **MPTL** button on the toolbar



2. The MPTL opens, Right click directly on the phrase **“Assigned tasks”**



3. Select **“Customize Patient View”**

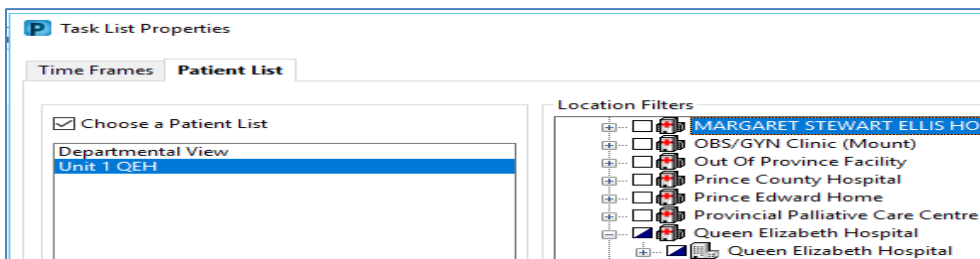


4. The Task List Properties screen opens.

On the “**Patient List**” tab:

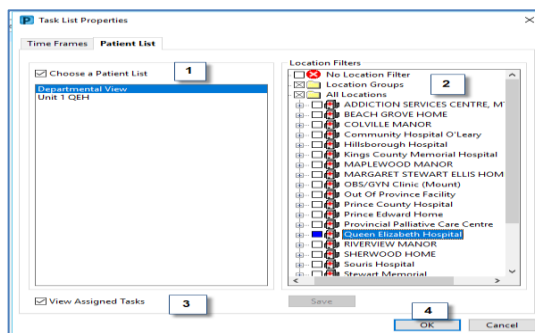
- Click the box in front of “Chose a patient list”
  - Select “**Departmental View**”
  - If you are covering the entire facility the Clinician will receive tasks from the entire facility
  - To limit the tasks, click on the “+” next to the facility
  - This expands the location tree
  - Select specific units/locations.
- OR
- Select the appropriate “**Patient List**” from the “**Choose a Patient List**” window.

Selected locations/lists will display with a half-filled square.



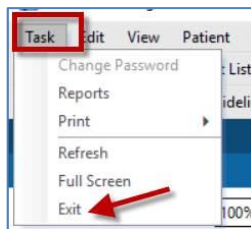
- Click the box in front of “**View Assigned Tasks**”
- Click “**OK**”

**Note:** Do Not press “OK” until the correct Patient List has been selected or the screen will close.



To save the setting as the default:

- Close the chart using “**Task>Exit**” in upper left corner of screen:



**DO not set a timeframe**

## Viewing Tasks from the MPTL:

- Tasks appear on the MPTL upon order is entry.
- Columns are sortable.
- **“Scheduled Date and Time”** displays date/time the order was entered.
- Hovering over the **“Order Details”** shows specific information entered.

ZZ TEST, PATIENT SEVENTEEN								
MPTL								
Departmental View								
PT Consults PT Documentation MSP Coordinator Consults								
Task retrieval completed								
All Patients	Name	MRN	Loc/Rm/Bed	Task Status	Scheduled Dt/Tm	Task Description	Order Details	
	ZZ TEST, PATIENT SEVENTEEN 1957-Feb-03	888001044	Unit 1 QEH / 103 / 1	Pending	2023-Mar-06 10:52	Consult Physiotherapy	Routine, Post-op Care	
	ZZ TEST, PATIENT SEVENTEEN 1957-Feb-03	888001044	Unit 1 QEH / 103 / 1	Pending	2023-Mar-09 09:48	Consult Physiotherapy	Routine, COPD Exercises	
	ZZ TEST, PATIENT TWENTY EIGHT 1994-Feb-17	888001059	Unit 1 QEH / 103 / 3	Pending	2023-Mar-09 09:47	Consult Physiotherapy	Routine, Mobilization and/or Ambulation	
	ZZ TEST, PATIENT TWENTY SIX 1994-Feb-18	888001057	Unit 1 QEH / 104 / 3	Pending	2023-Mar-09 09:46	Consult Physiotherapy	Routine, Pain, please assist with pain management	

## What the Icons Mean

**Task-at-a-Glance Legend**

- A task in a Pending status.
- A task in a Pending status that cannot be Quick Charted or Quick Charted as Done.
- A task in a Canceled / Discontinued status.
- A task in a Complete status.
- A task that was completed as Chart Not Done.
- A task in an In Process status.
- A task in an Overdue status.
- A task in an Overdue status that cannot be Quick Charted or Quick Charted as Done
- A task in a Pending Validation status.

## Completing Tasks from the MPTL

- Right Click on task
- Dropdown menu opens
- Select **“Chart Done”** to sign off the task





Name	MRN	Loc/Rm/Bed	Task Status	Scheduled Dt/Tm	Task Description
ZZ TEST, PATIENT SEVENTEEN 1957-Feb-03	888001044	Unit 1 QEH / 103 / 1	Pending	2023-Mar-06 10:52	Consult Physiotherapy
ZZ TEST, PATIENT SEVENTEEN 1957-Feb-03	888001044	Unit 1 QEH / 103 / 1	Pending	2023-Mar-09 09:48	Consult Physiotherapy
ZZ TEST, PATIENT TWENTY EIGHT 1994-Feb-17	888001059	Unit 1 QEH / 103 / 3	Pending	2023-Mar-09 09:47	Consult Physiotherapy
ZZ TEST, PATIENT TWENTY SIX 1994-Feb-18	888001057	Unit 1 QEH / 104 / 3	Pending	2023-Mar-09 09:46	Consult Physiotherapy

Right click on a task item, it highlights in blue and opens the charting options

- Chart Done
- Chart Done (Date/Time)...
- Chart Not Done...
- Quick Chart
- Chart Details / Modify...
- Unchart...
- Aid Hoc Charting...
- Reschedule This Task...
- Print
- Order Info...
- Order Comment...
- Create Admin Note...
- Reference Manual...
- Task Info...
- Patient Snapshot...
- Select All
- Deselect All
- Open Patient Chart
- Sort By

- If the task is associated to a powerform, the form will open,
- Complete details
- Sign the documentation to complete the task.
- The green check mark indicates the task has been completed
- The task will drop off the list once the MPTL is refreshed

Task retrieval completed

		Name	MRN	Loc/Rm/Bed
<input checked="" type="checkbox"/>	All Patients			
<input checked="" type="checkbox"/>	HHTHREE, PTCROSS	 HHTHREE, PTCROSS	015000503	Unit 9 QEH / 926 / 1
<input checked="" type="checkbox"/>	KCMHMED, PTCROSS	 KCMHMED, PTCROSS	017000505	Unit 3 QEH / 338 / 1
<input checked="" type="checkbox"/>	KCMHMED, PTCROSS	 NOTOUCH, QEHCIL1	019000205	Unit 3 QEH / 303 / 1
<input checked="" type="checkbox"/>	NOTOUCH, QEHCIL1	 NOTOUCH, QEHCIL2	019000206	Unit 3 QEH / 303 / 2

**If unable to chart the task,**

- Select “Chart Not Done”
- Select applicable reason from drop down menu
- Sign
- Task will drop off the task list after the MPTL is refreshed.