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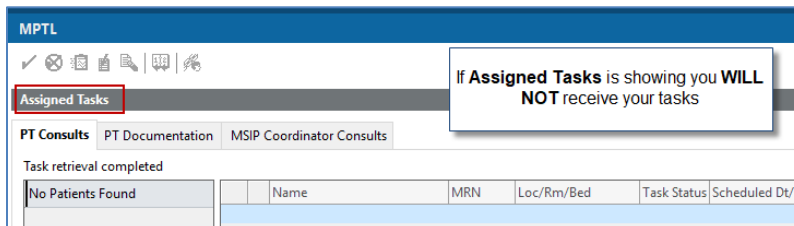
The first time a clinician logs in to MPTL, the defaults must be set up.

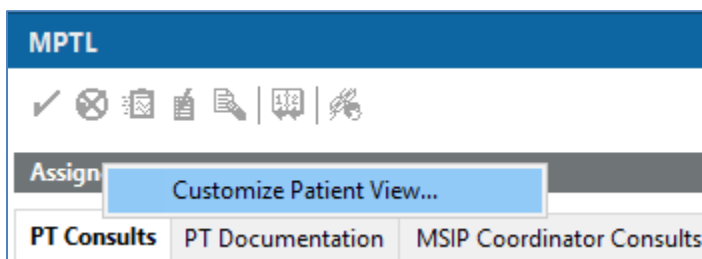**To set up a Multi-patient Task List (MPTL)**
1. Left click on the **MPTL** button on the toolbar
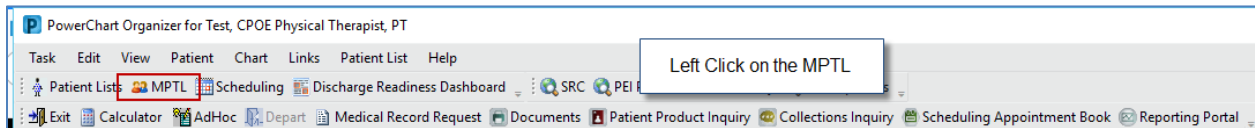
2. The MPTL opens, Right click directly on the phrase **"Assigned tasks"**

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.

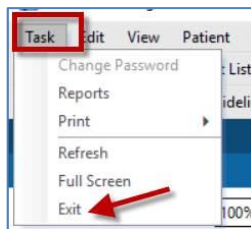Selected locations/lists will display with a half-filled square.
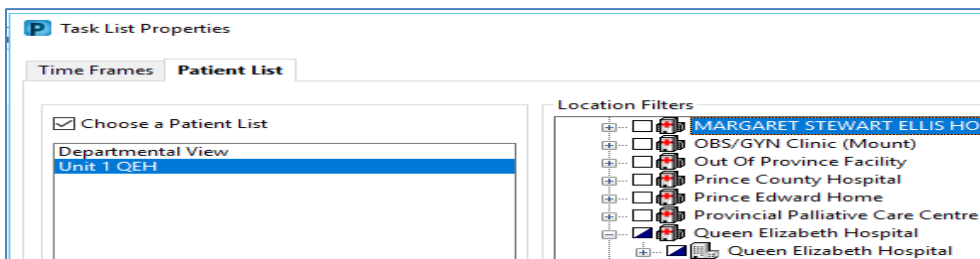
   - Click the box in front of "**View Assigned Tasks**"
   - Click "**OK**"

Note: Do Not press "OK" until the correct Patient List has been selected or the screen will close.
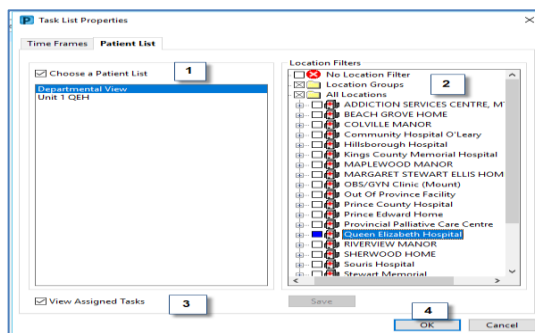
To save the setting as the default:
- Close the chart using **"Task>Exit"** in upper left corner of screen:

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.

What the Icons Mean

Completing Tasks from the MPTL

- Right Click on task
- Dropdown menu opens
- Select "Chart Done" to sign off the task

- 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

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.