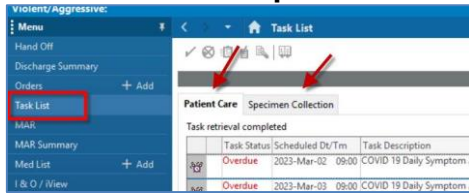


## Task List Tab:

### Single-Patient Task List

- It is divided into two sub tabs
  - “Patient Care”
  - “Specimen Collection”



### Patient Care:

Three ways that a task appears on the Task List:

1. Patient has been admitted (Admission Assessment)
2. Orders are entered and action is required (Insert foley)
3. Power form is saved (not signed) (Expiration record)

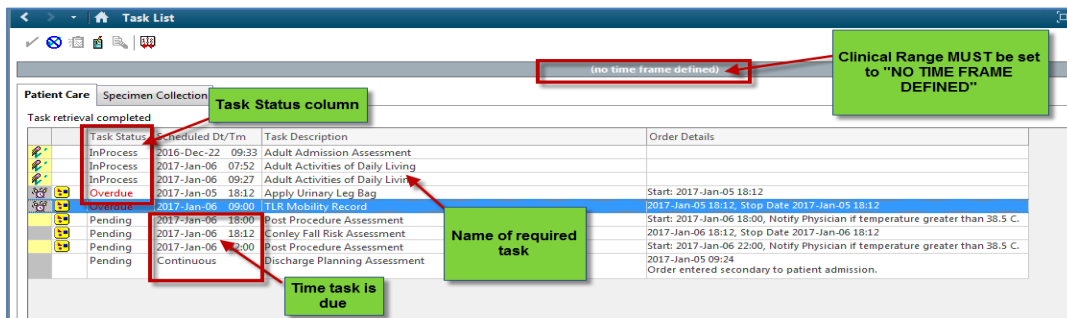
Sections of Patient Care:

**Task Status:** Displays current status (pending, overdue, in process)

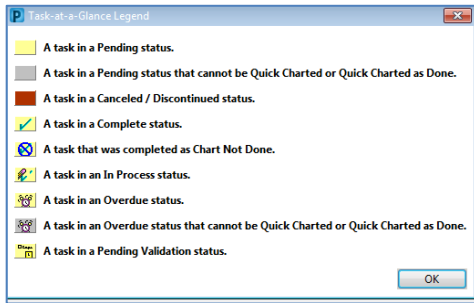
**Scheduled Dt/tm:** Displays date and time task due

**Task Description:** Displays name of task (Admission Assessment, dressing change)

**Order details:** Displays order requirements



## Task Icons:



## Time Frame (Clinical Range):

**Must be set at “No Timeframe Defined”**

**DO NOT** adjust clinical timeframe.

If a defined timeframe (date and time) is displayed in the clinical range bar, clinician must call the Service Centre to have the Task List time frame reset.

## Task Statuses:

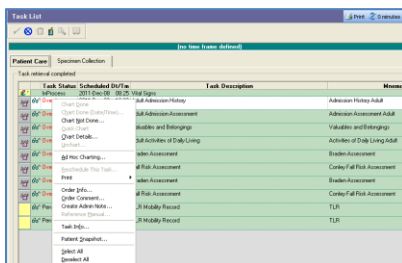
There are four status options

- Pending – Awaiting completion
- In Progress - Has been initiated but not completed
- Completed - Has been completed, remains until screen is refreshed
- Overdue - Past the acceptable time frame set for the specific task

Task Status	Scheduled Dt/T	Status Types	Task Description
InProcess	2016-Dec-22 17:09		Adult Admission History
Pending	2016-Dec-22 17:09		Adult Admission Assessment
Complete	2016-Dec-22 17:09		Braden Assessment
Pending	2016-Dec-22 17:09		TLR Mobility Record
Pending	Continuous		Discharge Planning Assessment

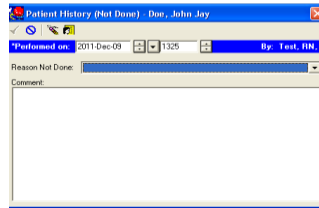
## Task options/Functions:

1. Select a task.
2. Right click and select a charting function



## Chart Not Done

- Document that a task was not done.
- Reason required (select from dropdown menu)



## Chart Details

- Will open the document associated with the task

## Viewing Additional Information

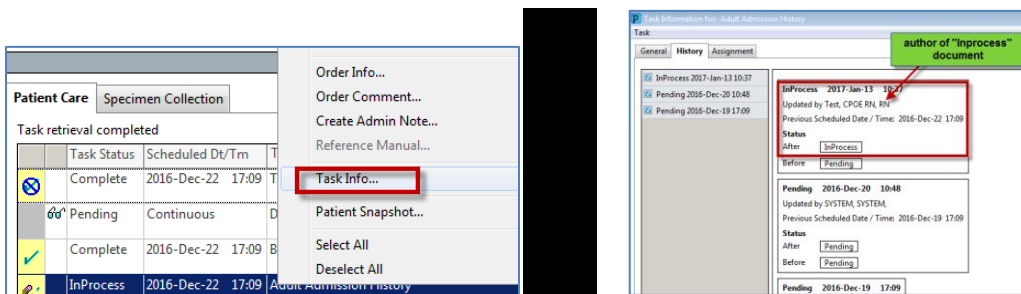
To view additional information about a task

- Right click on the task
- Select one of the options listed below.
- If options are dithered, functionality is not be available.

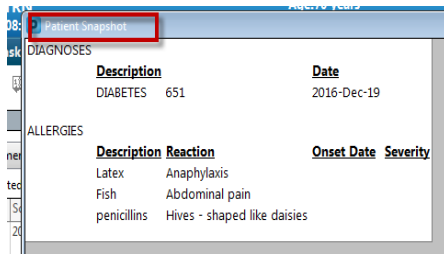
**Order Information:** Displays order details.

**Order Comment:** Comments attached to the order will display.

**Task Information:** Displays clinicians who have actioned the task



**Patient Snapshot:** Displays patient information (diagnoses and allergies).



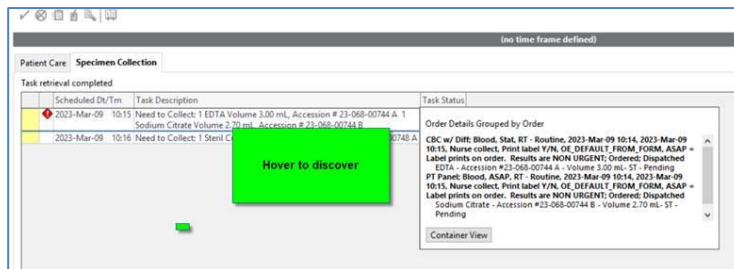
## Specimen Collection Task List:

### Functionality:

- Displays specimens ordered as a “Nurse Collect”.



- Hover to discover order details



- Sign off task when completed
  - Click on yellow task box
  - Confirm details
  - Click “OK”

