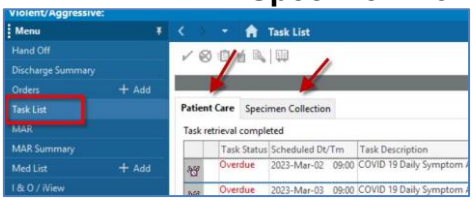
Task List Tab:

Single-Patient Task List

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



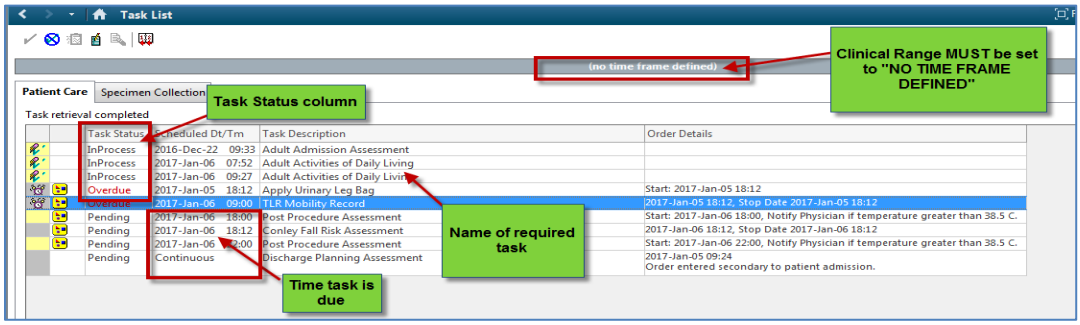
Patient Care:

Three ways that a task appears on the Task List:

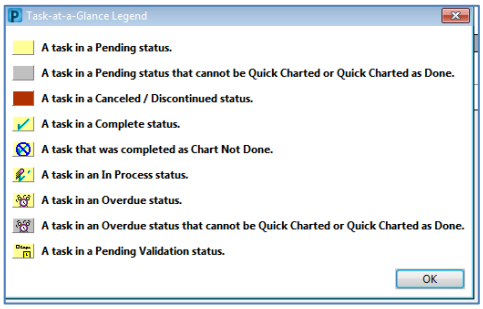
1. Patient has been admitted (Admission Assessment)
2. Orders are entered and action is required (Insert foley)
3. Power form is saved (not signed) (Expiration record)

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:



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Time Frame (Clinical Range):

Must be set at "No Timeframe Defined"

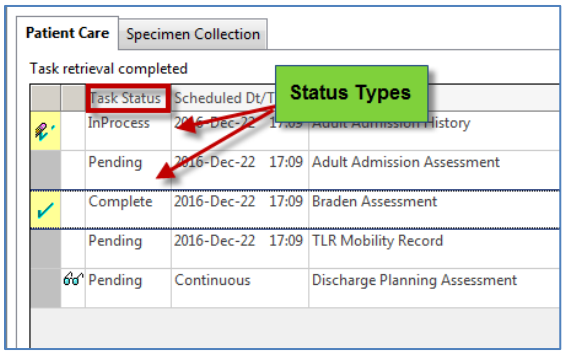
DO NOT adjust clinical timeframe.

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 options/Functions:

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

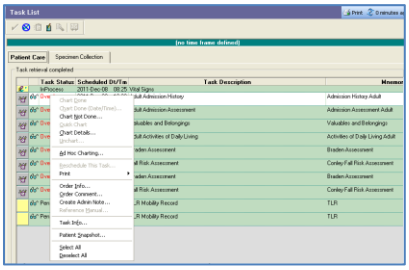


Chart Not Done

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

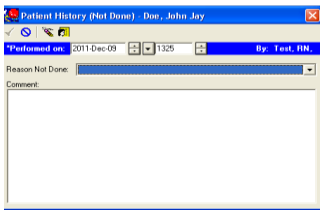


Chart Details

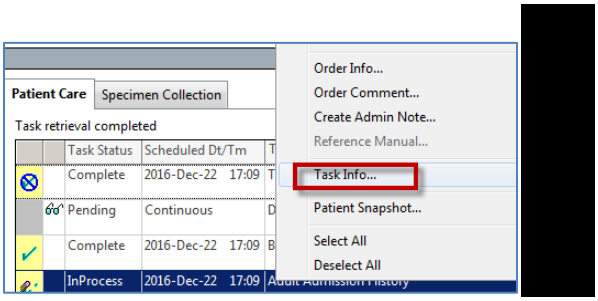
- Will open the document associated with the task

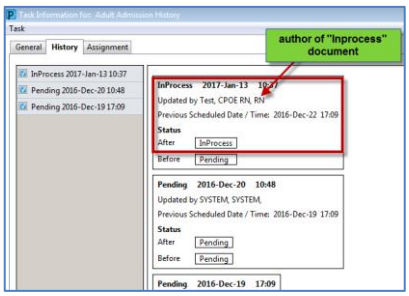
Viewing Additional Information

To view additional information about a task

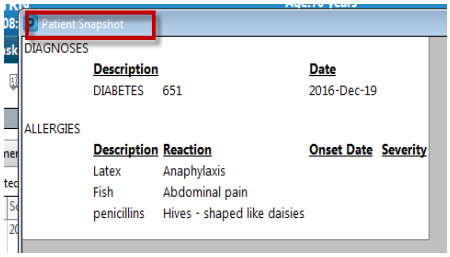
- Right click on the task
- Select one of the options listed below.
- If options are dithered, functionality is not be available.

Order Information: Displays order details.
Order Comment: Comments attached to the order will display.
Task Information: Displays clinicians who have actioned the task





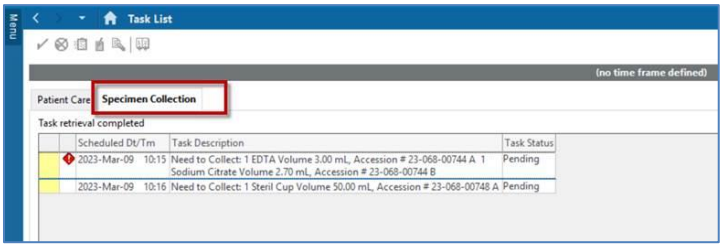
Patient Snapshot: Displays patient information (diagnoses and allergies).



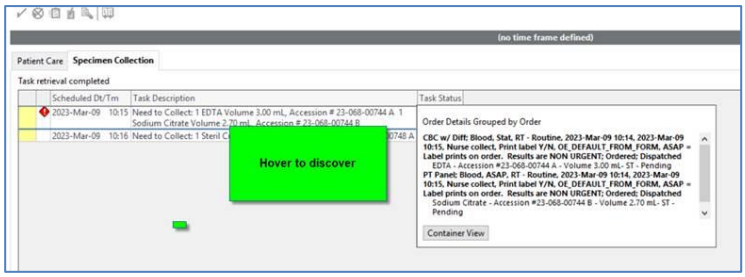
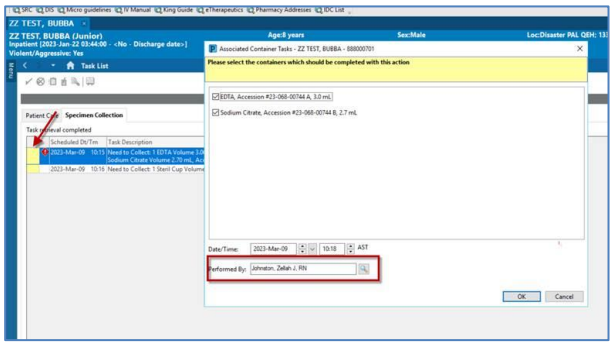
Specimen Collection Task List:

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”