
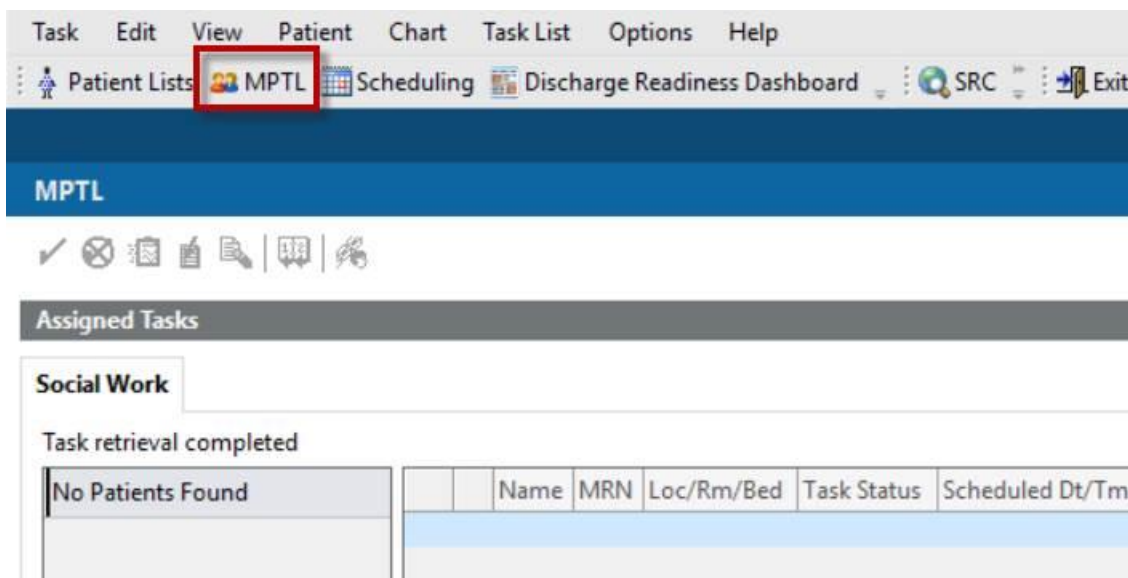


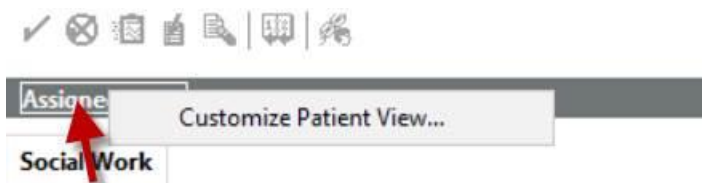
## Multi-Patient Task List:

The Multi-Patient Task List is found in the Organizer. 

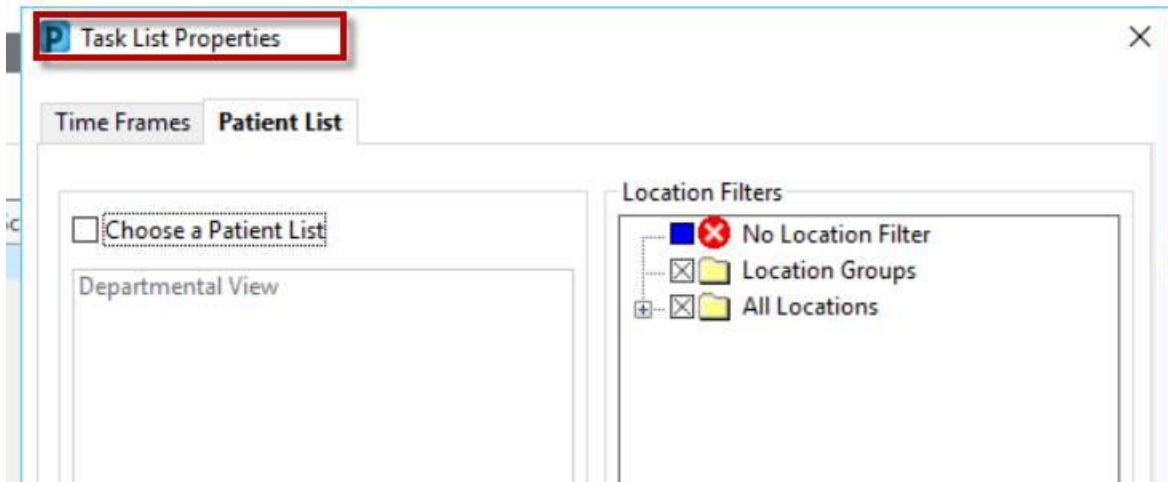
- The tasks from all patients within your service secondary to consults being placed are displayed.
- You can quickly review it to see which tasks are scheduled and overdue. Tasks are identified as pending or overdue.
- Information such as the patient's room and bed are displayed.



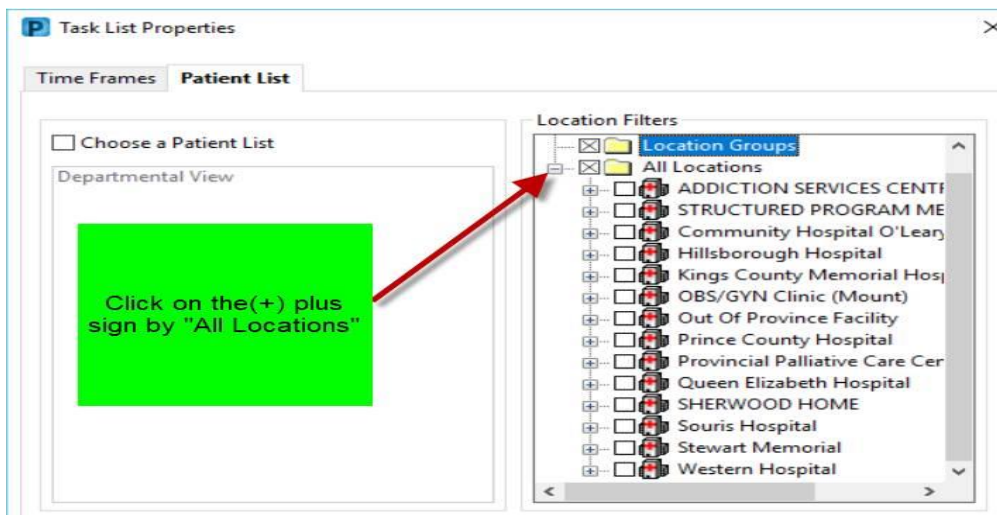
**NOTE:** To customize the patient view for your service; right click directly on the words “Assigned Tasks” on the grey ribbon bar.



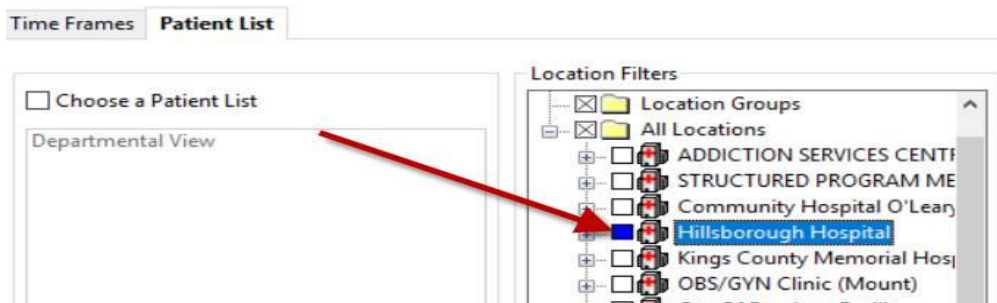
The “Task List Properties” opens



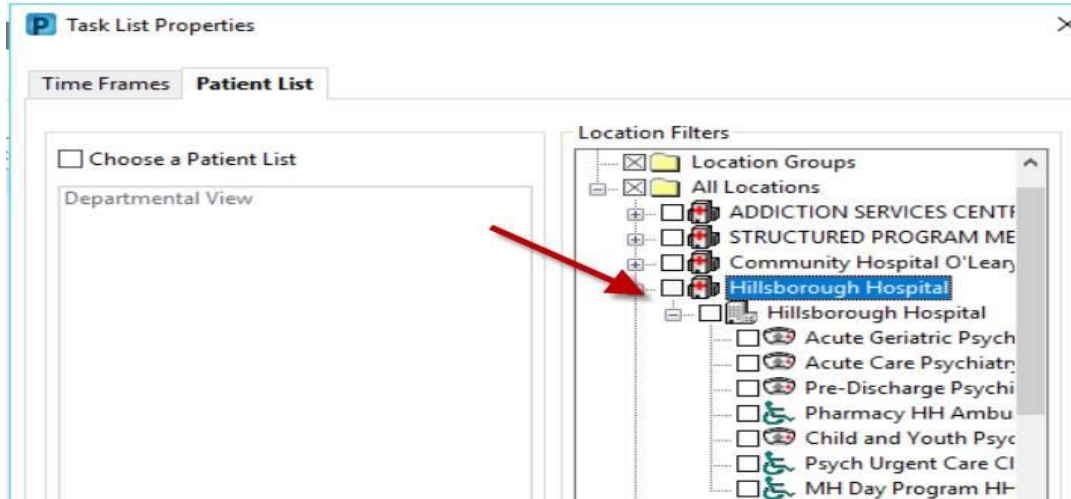
Click on the plus sign adjacent to “All Locations”  
This displays all Health PEI facilities.



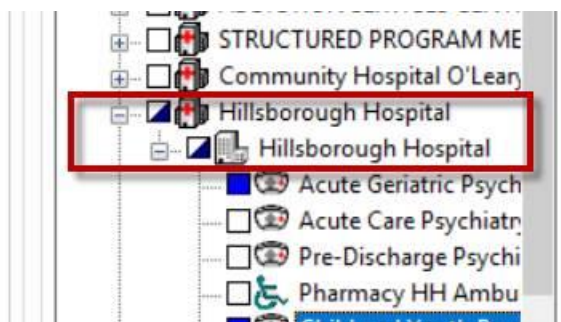
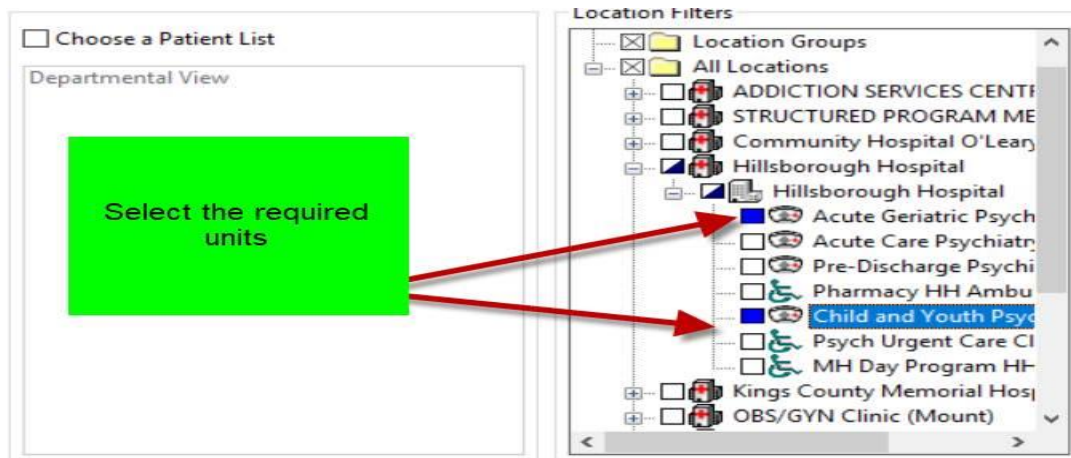
If you are responsible for all units within a facility, click in the box adjacent to the facility name.



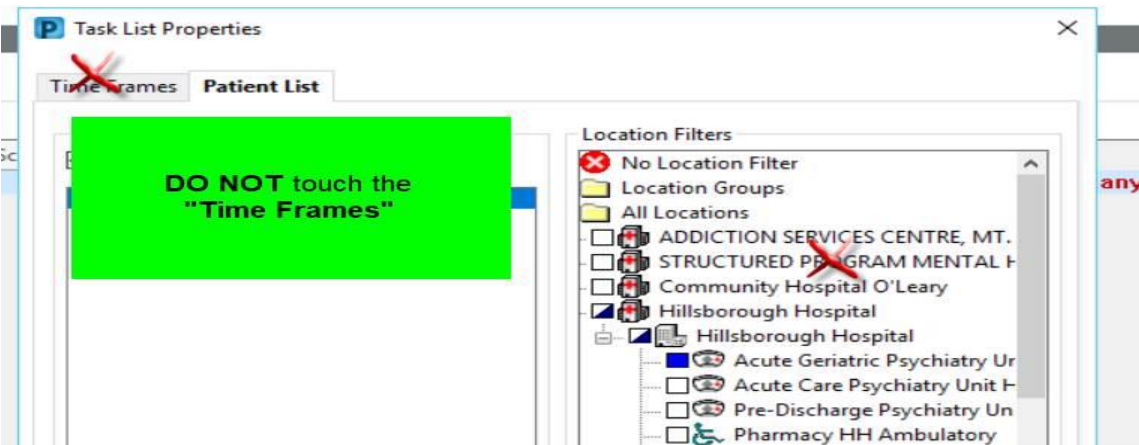
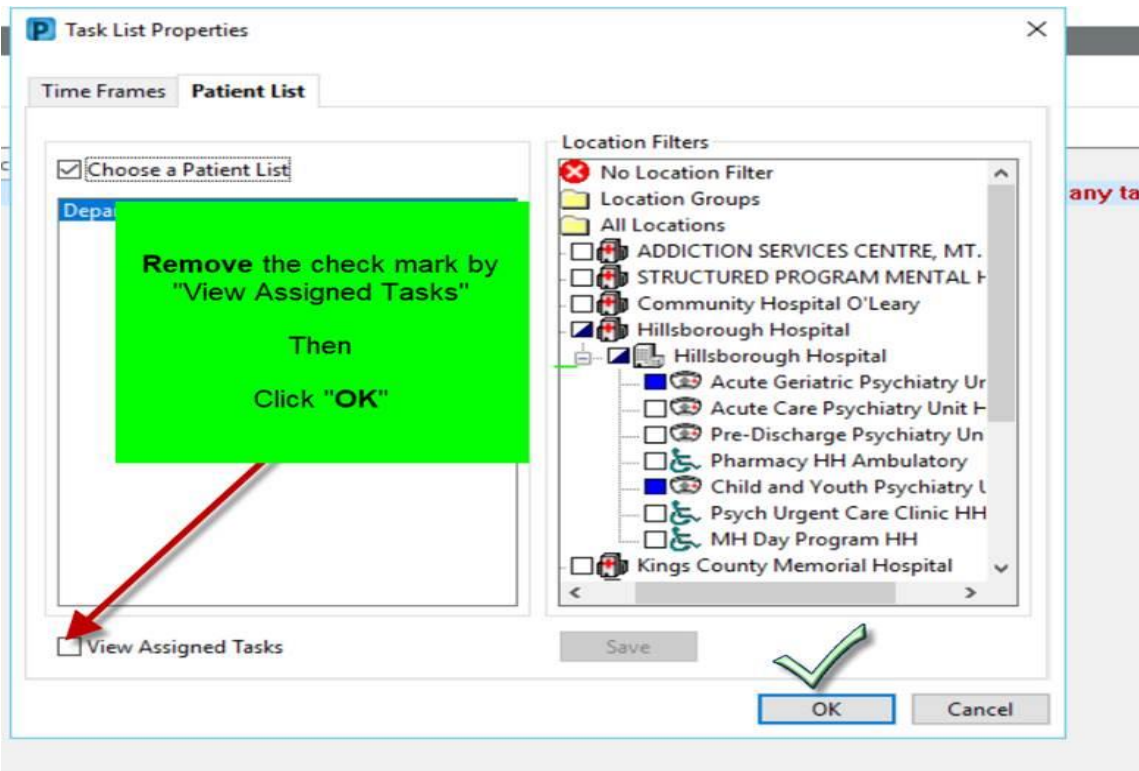
If you are responsible for specific units only, then click on the plus sign adjacent to the facility name. Select the appropriate unit from the list.



If specific units are selected (not the entire facility) the box adjacent to the facility name appears half full.



Multiple facilities may be selected if necessary



This is the correct display.



**NOTE: If this is not the current display repeat the above steps**

**Task List view when consults are pending displays basic information**

All Patients	Name	MRN	Loc/Rm/Bed	Task Status	Scheduled Dt/Tm	Task Description	Order Details
<input checked="" type="checkbox"/>	*QEHTWO, PT2 NOTOUCH, QEHCL2 1965-Jun-23	041000208	PAND Unit 3 QEH / 303 / 2	Pending	2023-Nov-17 10:39	Consult Occupational Therapy	Routine, Functional Transfers
<input checked="" type="checkbox"/>	*QEHTWO, PT5 NOTOUCH, QEHCL2 1965-Jun-23	041000024	Unit 2 QEH / 205 / 2	Pending	2023-Nov-17 10:35	Consult Occupational Therapy	Routine, Home Safety Assessment

**To open the chart:**

1. Right click on the patient's name
2. Select Open Patient Chart
3. Select appropriate menu tab from list

Right click on Patient name

Select "Open Patient Chart"

Chart Menu appears

- Hide
- Go To
- Ad Hoc Charting...
- Open Patient Chart >
- Hand Off
- Discharge Summary
- Orders
- Task List
- Overview
- Review Chart
- Results Review
- Assessments
- Documents
- Form Browser
- MAR Summary
- Med List
- Allergies
- Patient Info
- Histories
- Patient Schedule
- Reference Text Browser

**4. Establish your relationship**

Assign a Relationship

For Patient: NOTOUCH, QEHCL2

Relationships:

- MSP Coordinator
- Occupational Therapist
- Occupational Therapist Assistant
- Occupational Therapy Technician
- Occupational Therapy Worker
- OTA Student
- Physiotherapy Assistant
- PTA Student
- Quality Assurance (Enter Comment)
- Recreation Coordinator
- Social Worker

Select relationship

If consult is completed, click in the yellow box; the chart window will open. Select "OK"

	Name	MRN	Loc/Rm/Bed	Task Status	Scheduled Dt/Tm	Task Description
	*QEHTWO, PT2 1965-Jun-23 <i>*Name Alert</i>	041000024	Unit 2 QEH / 205 / 2	Pending	2023-Nov-17 10:35	Consult Occupational Therapy
	*QEHTWO, PT5 1965-Jun-23 <i>*Name Alert</i>	041000027	Unit 2 QEH / 206 / 1			

**Click in yellow box**

**Consult Occupational Therapy (Chart)**

Date/Time: 2023-Nov-17 11:15

Performed by: TRAINING, QEHOT2

OK Cancel

**If consult completed click "OK"**

Task displays as complete until the chart is refreshed. Once refreshed it will be dropped from the list.

	Name	MRN	Loc/Rm/Bed	Task Status	Scheduled Dt/Tm	Task Description	Order
	*QEHTWO, PT2 1965-Jun-23	041000024	Unit 2 QEH / 205 / 2	Complete	2023-Nov-17 10:35	Consult Occupational Therapy	Routin
	*QEHTWO, PT5 1965-Jun-23	041000027	Unit 2 QEH / 206 / 1			Consult Occupational Therapy	Urgen

**Consult is completed  
Task will fall of list once screen is refreshed**

**If the consult is accidentally marked as complete:**

Right click on the patient's name,

Select "Unchart"

A reason is required to be entered. (i.e. "In Error")

	Name	MRN	Loc/Rm/Bed	Task Status	Scheduled Dt/Tm	Task Description
	*QEHTWO, PT2 1965-Jun-23 <i>*Name Alert</i>	041000024	Unit 2 QEH / 205 / 2	Complete	2023-Nov-17 10:35	Consult Occupational T
	*QEHTWO, PT5 1965-Jun-23	041000027	Unit 2 QEH / 206 / 1		Nov-17 10:36	Consult Occupational T

**Right click and select "Unchart"**

- Chart Done
- Chart Done (Date/Time)...
- Chart Not Done...
- Quick Chart
- Chart Details / Modify...
- Unchart...**
- Ad Hoc Charting...
- Reschedule This Task...