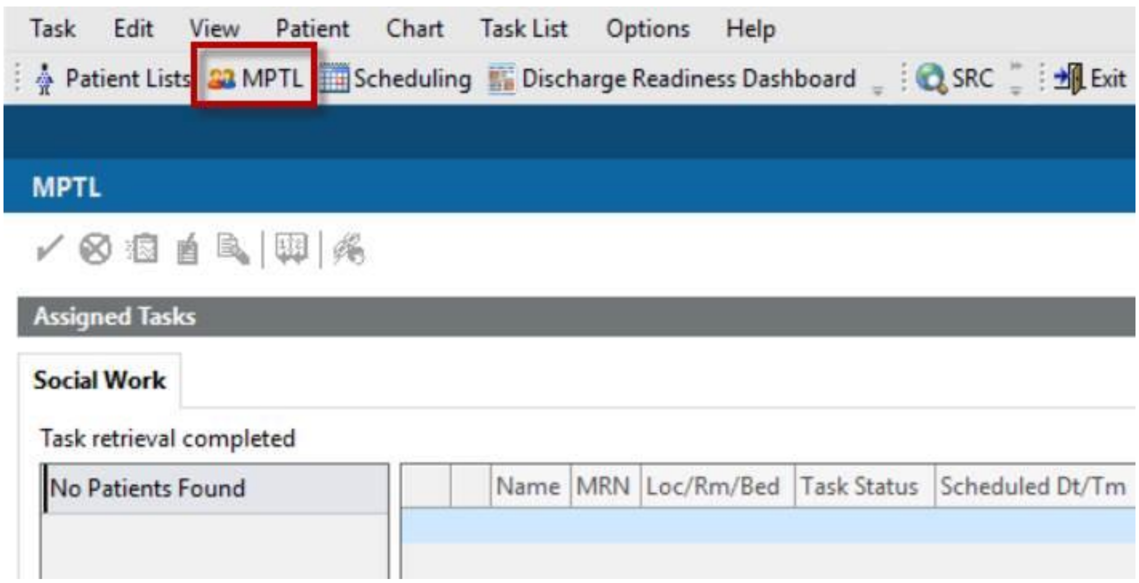
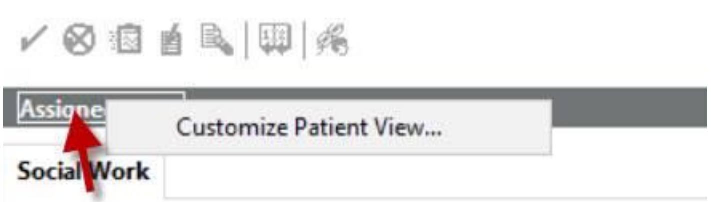
Multi-Patient Task List:

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

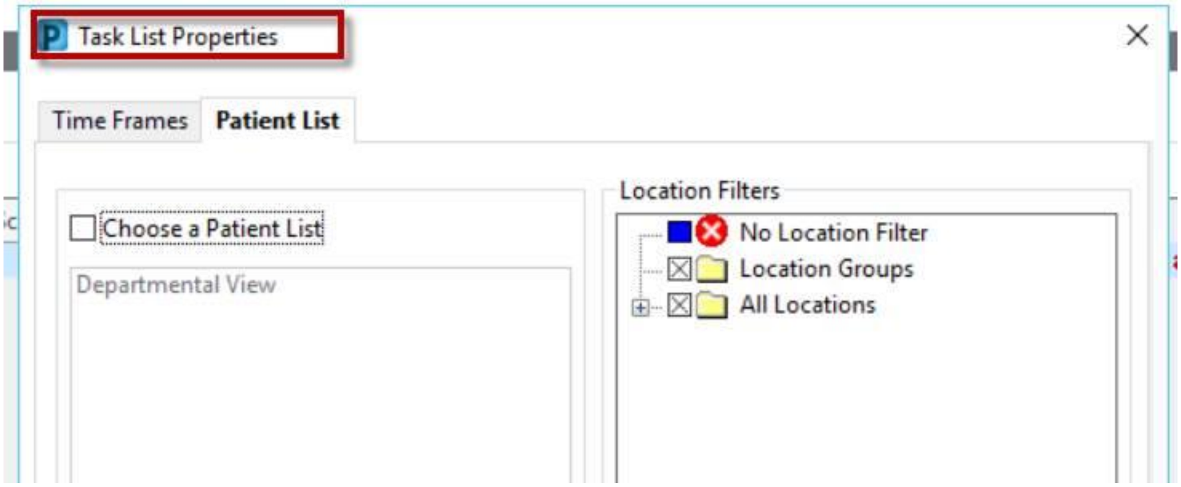
- The tasks from all patients within your service secondary to consults being placed are displayed.
- You can quickly review it to see which tasks are scheduled and overdue. Tasks are identified as pending or overdue.
- Information such as the patient's room and bed are displayed.



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

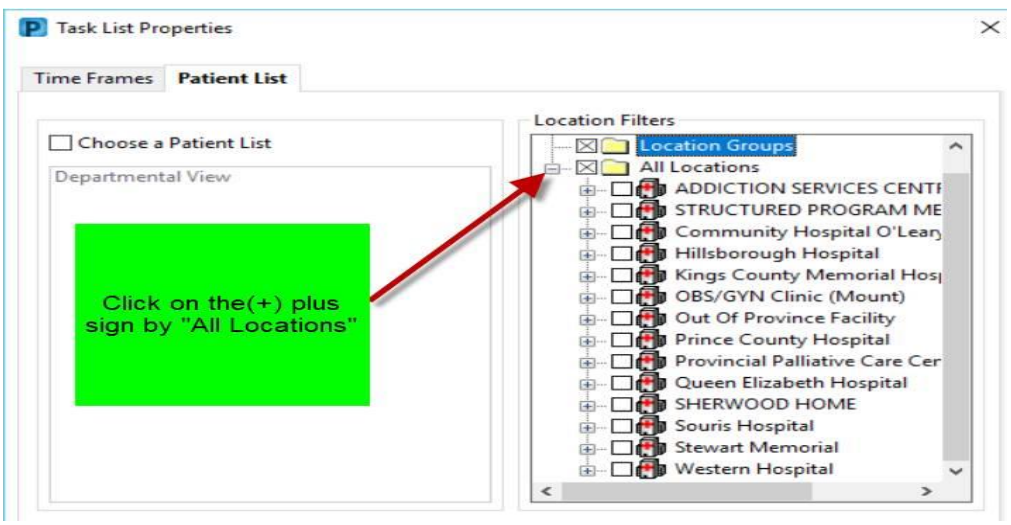


The "Task List Properties" opens



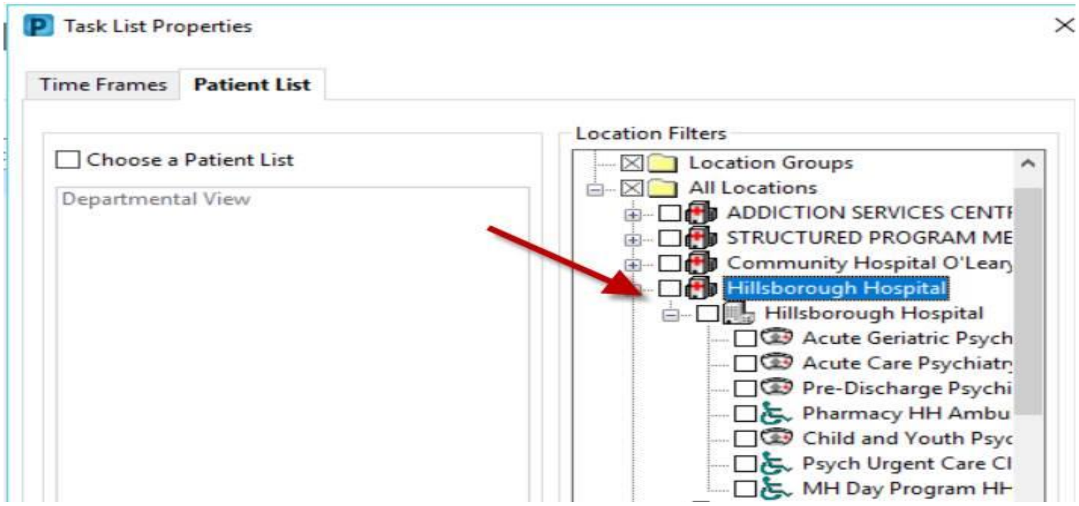
Click on the plus sign adjacent to "All Locations"

This displays all Health PEI facilities.

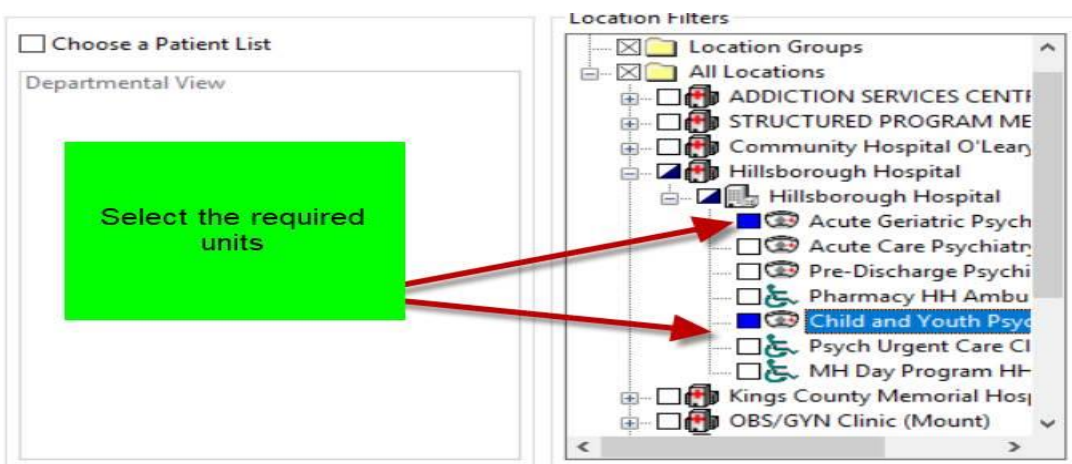


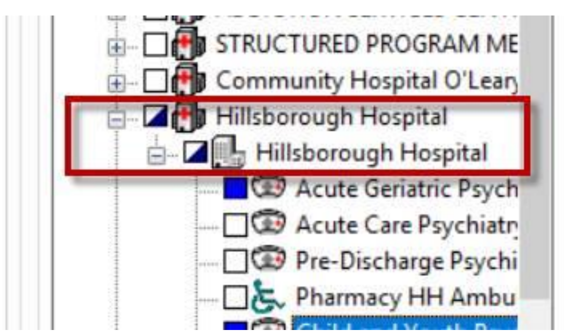
If you are responsible for all units within a facility, click in the box adjacent to the facility name.

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.

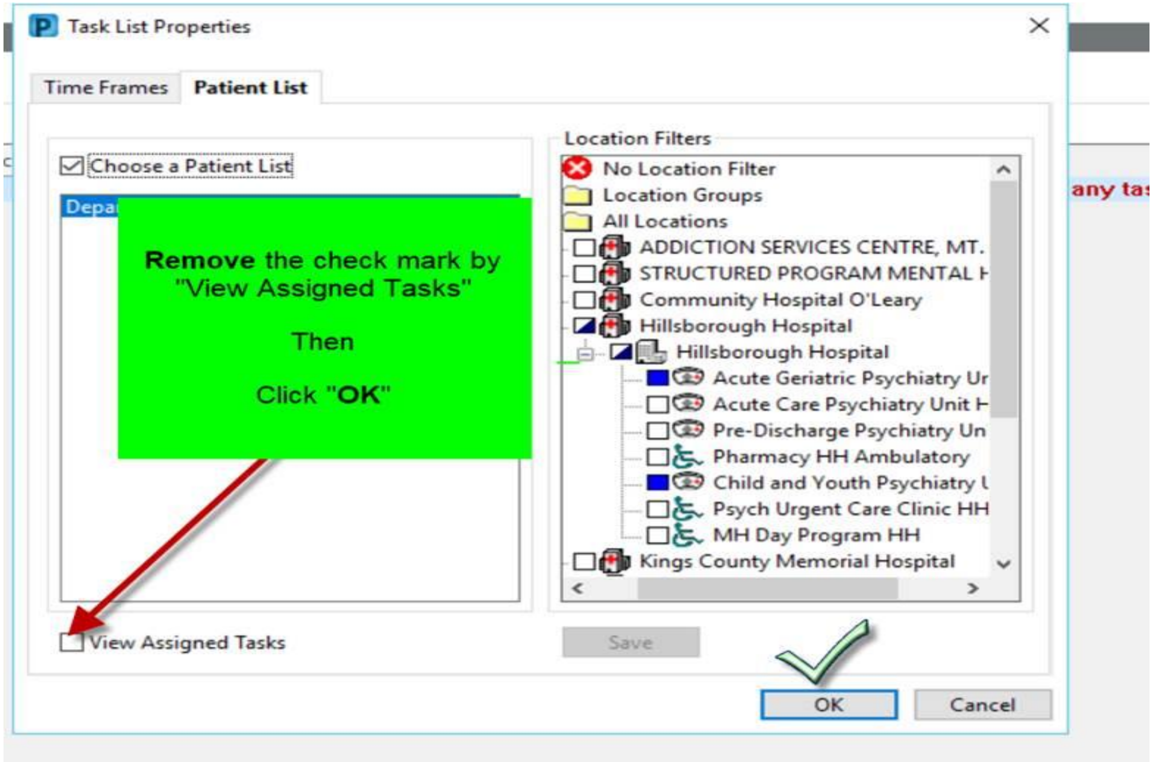


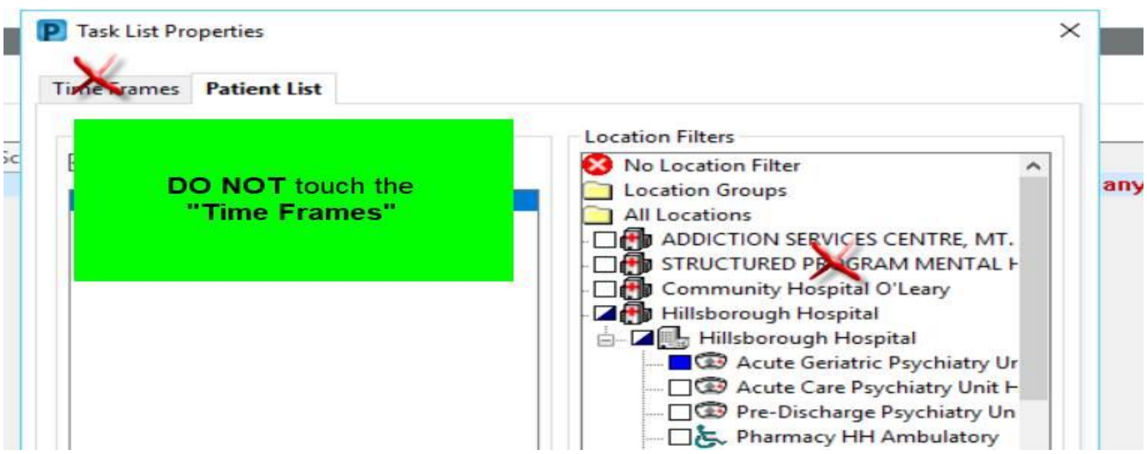
If specific units are selected (not the entire facility) the box adjacent to the facility name appears half full.





Multiple facilities may be selected if necessary

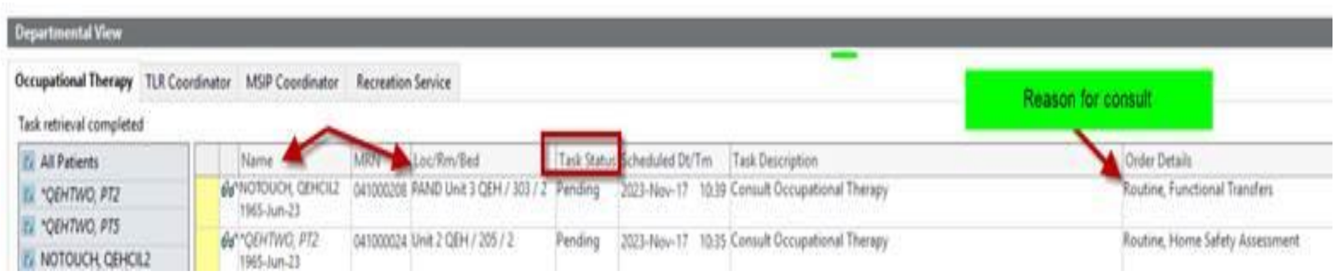




This is the correct display.

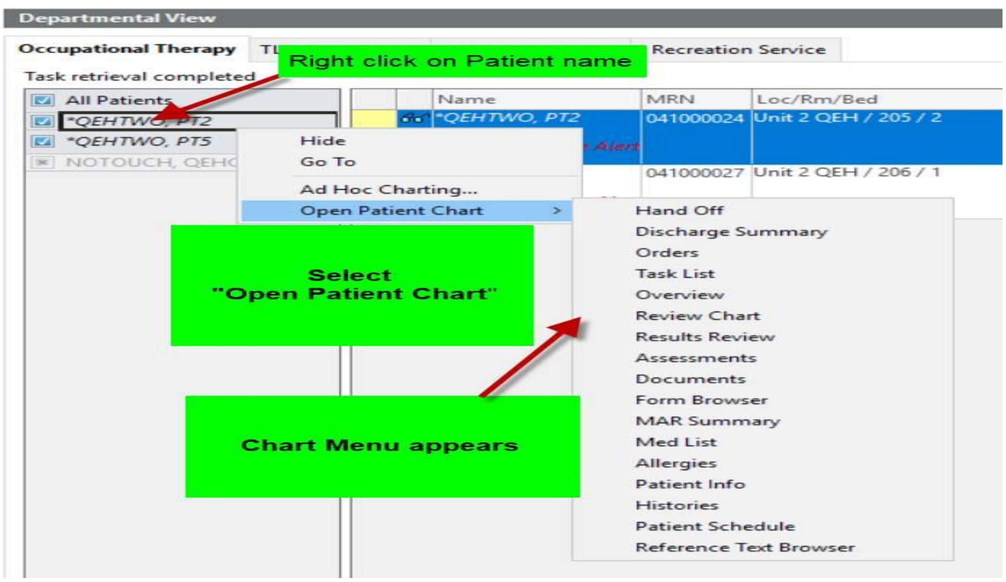
NOTE: If this is not the current display repeat the above steps

Task List view when consults are pending displays basic information

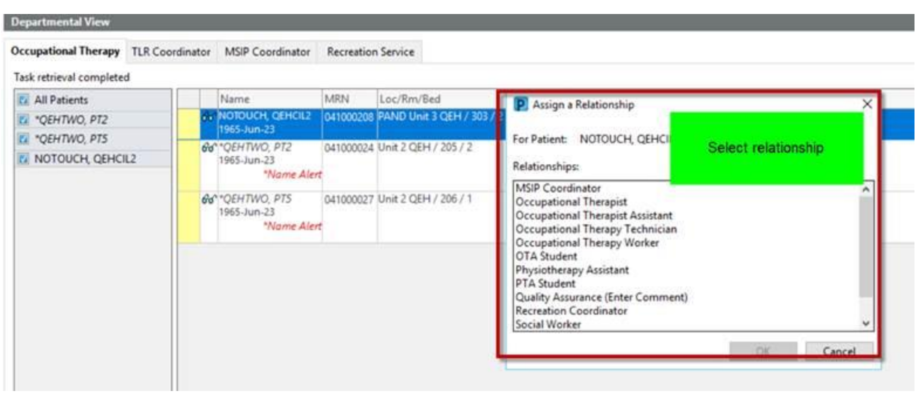


To open the chart:

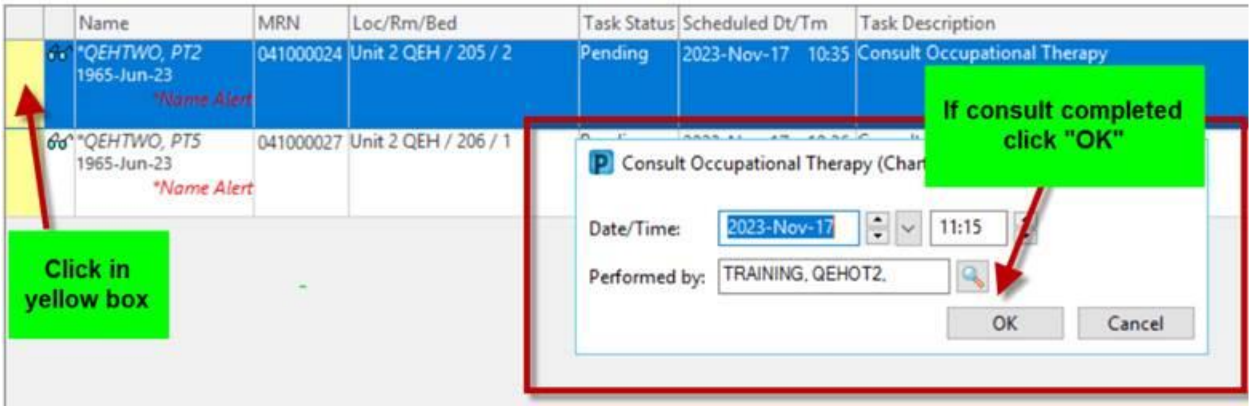
1. **Right click on the patient's name**
2. **Select Open Patient Chart**
3. **Select appropriate menu tab from list**



4. **Establish your relationship**



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



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

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")