Description

- Tasks are charting reminders that fire for different reasons; admission or discharge, items to complete based on different orders/PowerPlans that are entered, or are standard daily charting tasks.
- The Activities/Tasks column should be checked at least every two hours.

Documenting Tasks

1. Double-click on the green plus icon in the Activities/Tasks column.

   Hover over an icon to view the task name and details

2. Click in the check box next to the desired task(s).

3. Click **Document** – this will take you to Interactive View or to a PowerForm to complete.

   Tasks become Overdue at 61 minutes and are displayed in RED.

4. Fill out the appropriate information in Interactive View or on the PowerForm and Sign charting.

> Click the **Change Task Documentation Time** icon to adjust the time for tasks documented in IView
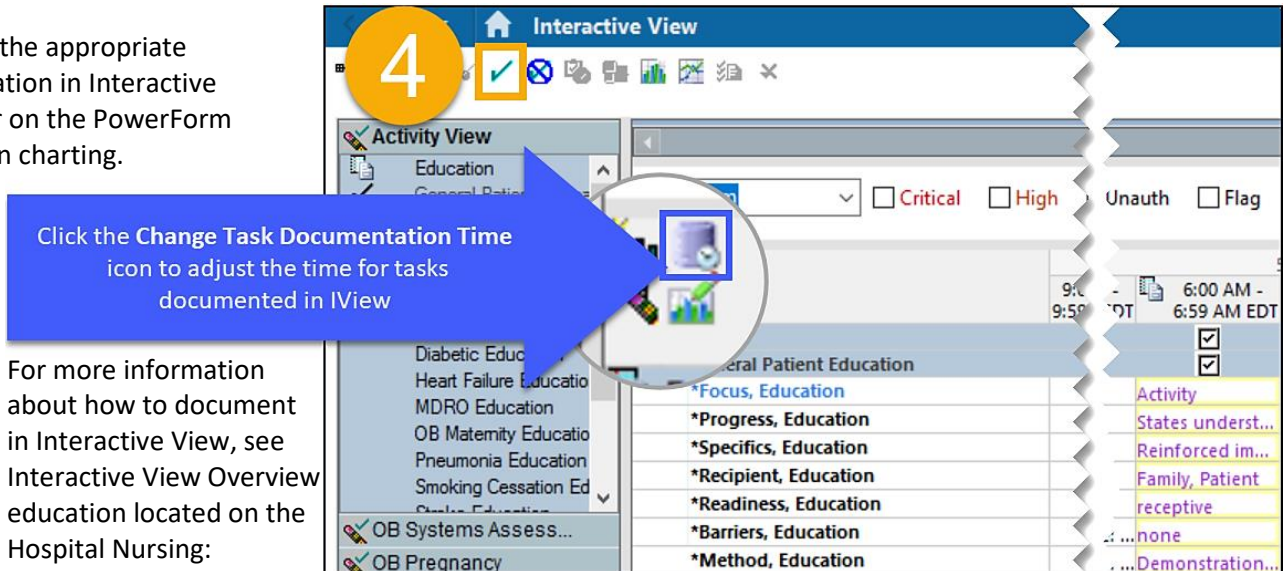
a. For more information about how to document in Interactive View, see Interactive View Overview education located on the Hospital Nursing: Documentation Webpage.

b. For more information on how to fill out a PowerForm, see PowerForm Documentation education on the Hospital Nursing Documentation webpage.

NOTE: To make edits to a task documented in a PowerForm, select Form Browser from the dark blue menu of the patient chart.

> **Right click** to Modify, Unchart, or Change Date/Time.
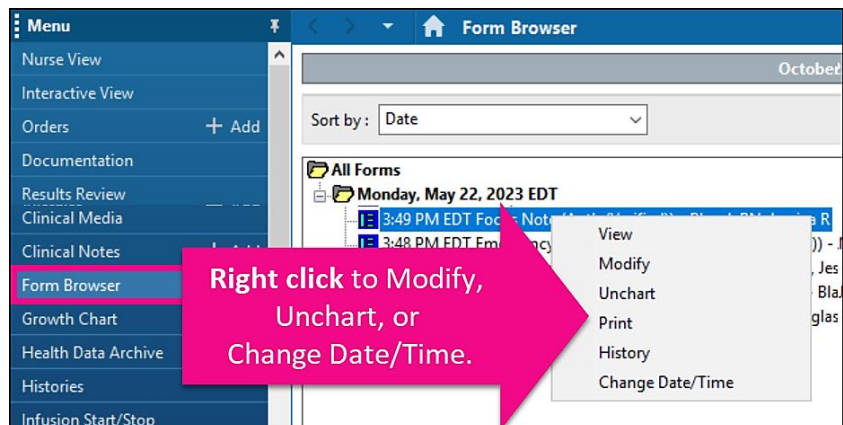
Charting Not Done

1. Click in the box next to the desired task(s).
2. Click Not Done.
3. Click drop-down arrow and select reason.
4. Click Sign.

NOTE: Chart Not Done displays on the MAR and MAR Summary for medication tasks.