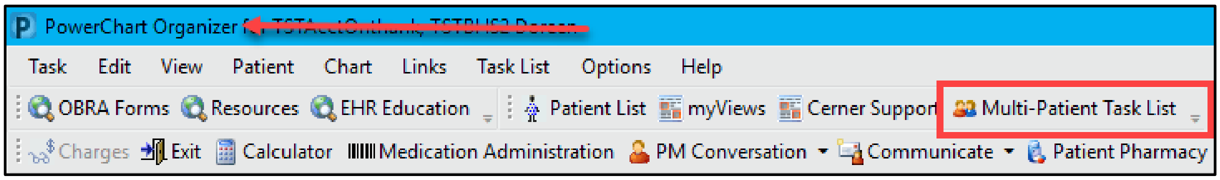
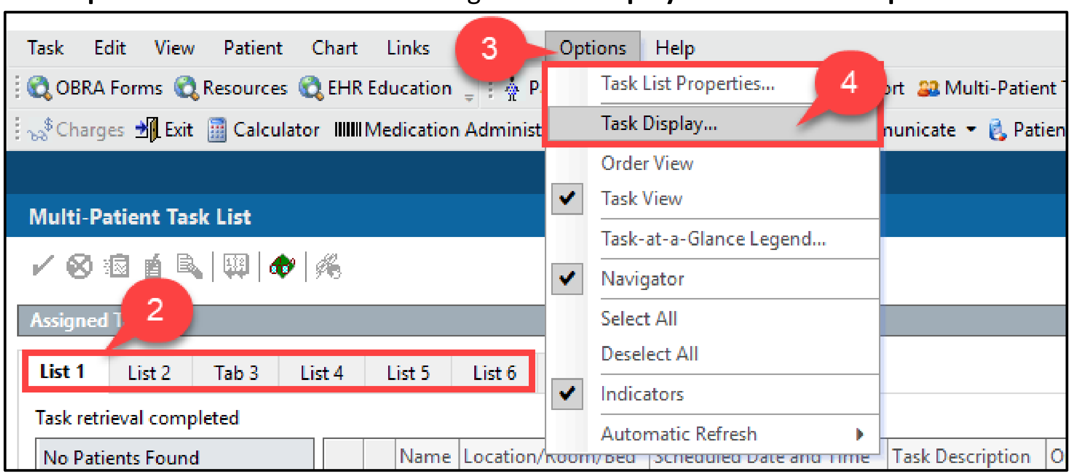
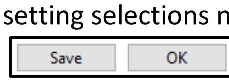
How to Build a Multi-Patient Task List

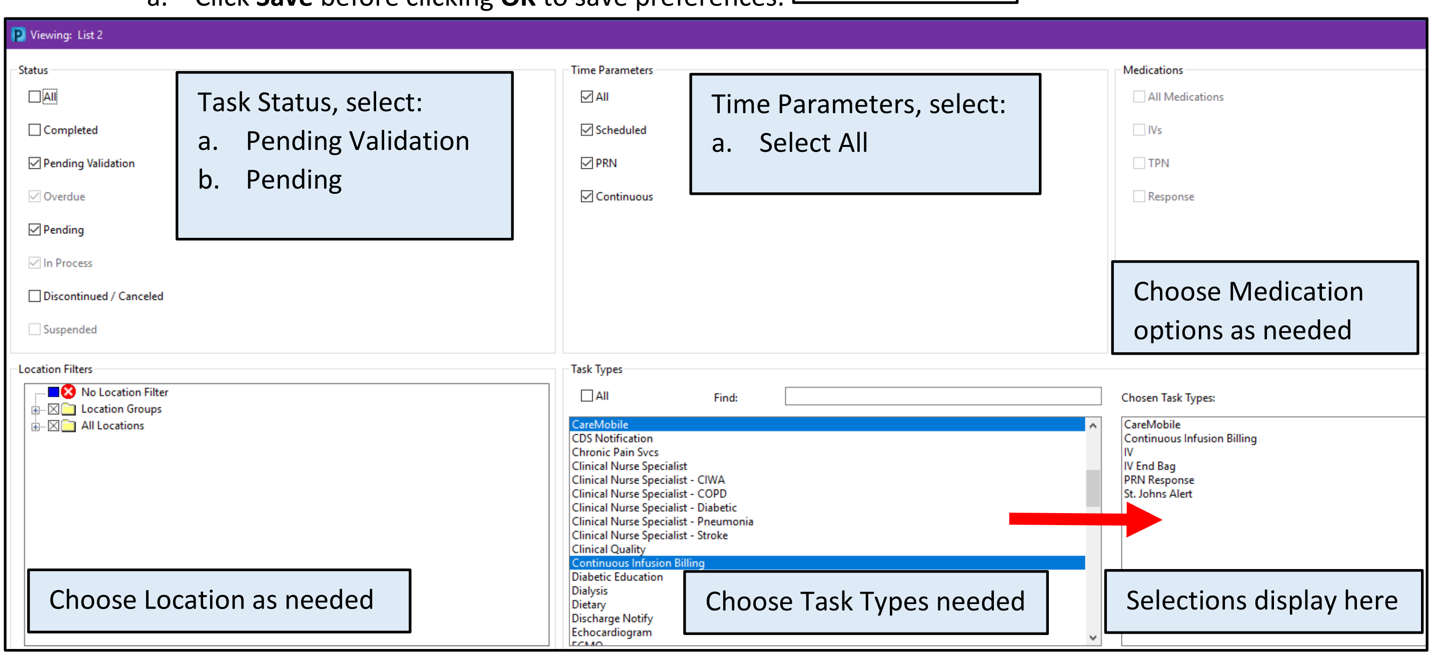
1. From the Organizer of your Cerner application (PowerChart, FirstNet, etc.,) click the Multi-Patient Task List button on the toolbar.



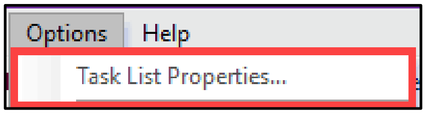
2. Choose a List.
3. Click **Options** on the menu bar to configure **Task Display** and **Task List Properties**.



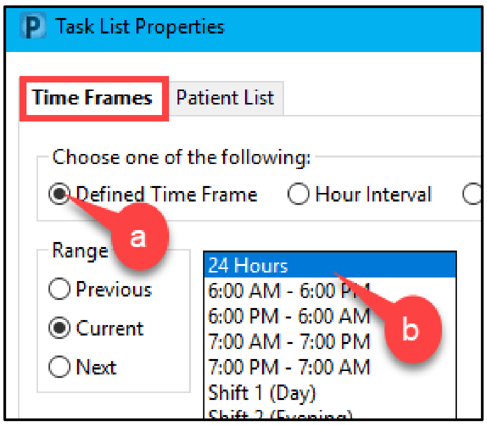
4. Select the **Task Display** option to set which tasks will display on the list chosen.
   *Check with department resource person for specific setting selections needed for role/department.
   a. Click **Save** before clicking **OK** to save preferences. 



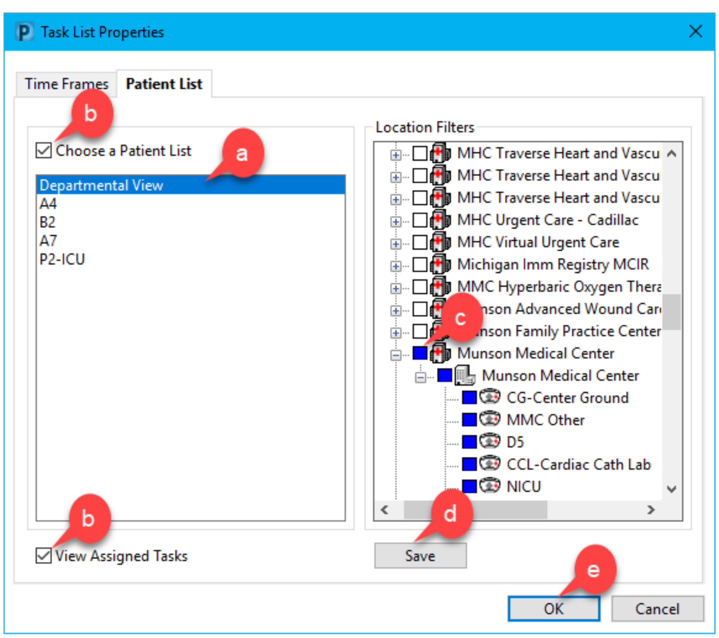
5. Click Options on the Menu bar and select **Task List Properties**.



6. Select the **Time Frames** tab.
   a. Choose **Defined Time Frame**.
   b. Select **24 Hours**.



7. Select the **Patient List** tab.
   a. Highlight **Departmental View**.
   b. Check both boxes.
   c. Click box in front of the **Munson Medical Center** location or other desired location(s).
   d. Click **Save** first.
   e. Then click **OK**.



- Checking the main box in front of Munson Medical Center will display tasks for all patients within MMC.
- To select specific units
  - Click the + (plus sign) to the left of the facility.
  - Click the boxes in front of the desired departments.

8. Repeat steps 1-7 to build additional task lists.

Viewing Multi-Patient Task List

Tips for viewing tasks

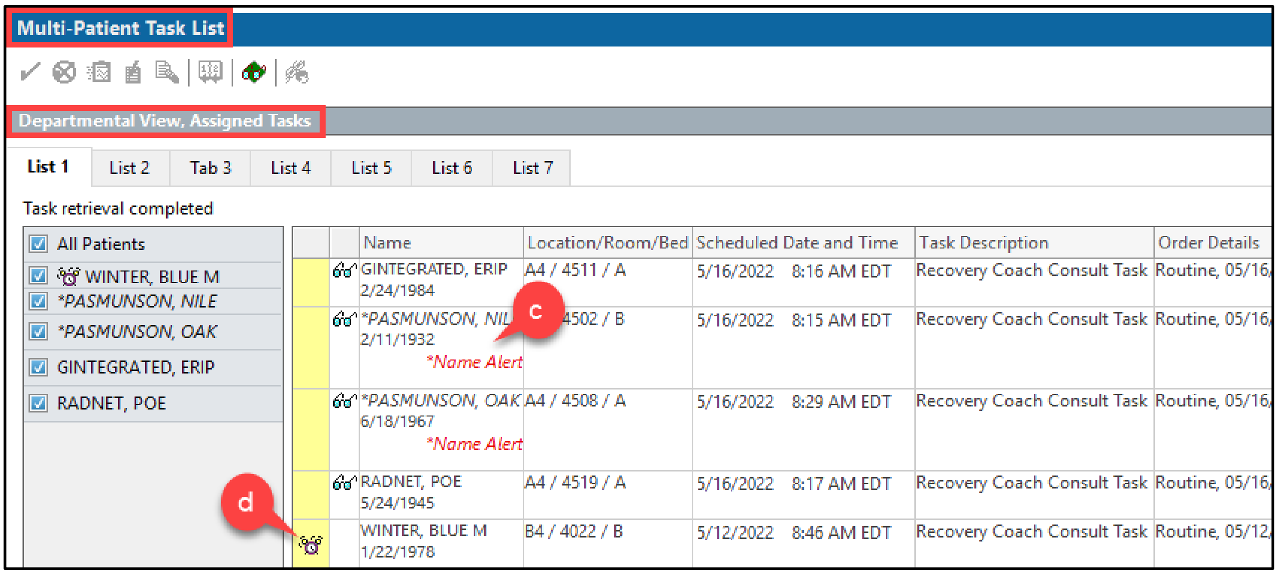
a. For faster loading times, it is best to set **Task Display** first and then set **Task List Properties**.

b. After setting up the task list(s), log out of PowerChart using the Exit door Exit, and then log back in to view tasks.

c. Patients with similar names will have a red text ***Name Alert*** display in the name field.

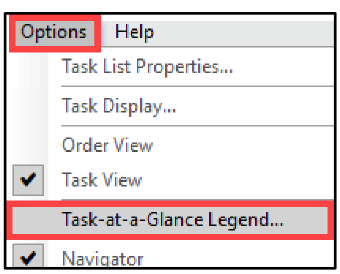
d. Tasks will display per set parameters.

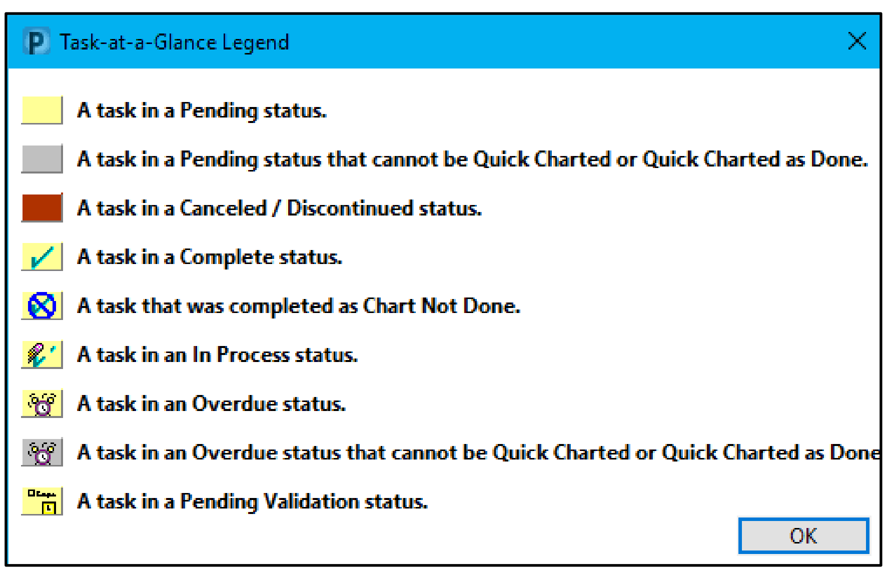
   i. An overdue task will display until the task is addressed, i.e., charted as done or as not done (outside of the 24-hour timeframe set).



e. Icon Legend

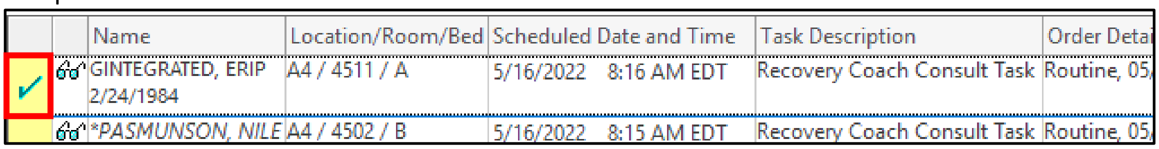
   i. To view the full legend of icons that may appear on the task list: click **Options** on the main menu bar and choose **Task-at-a-Glance-Legend**.



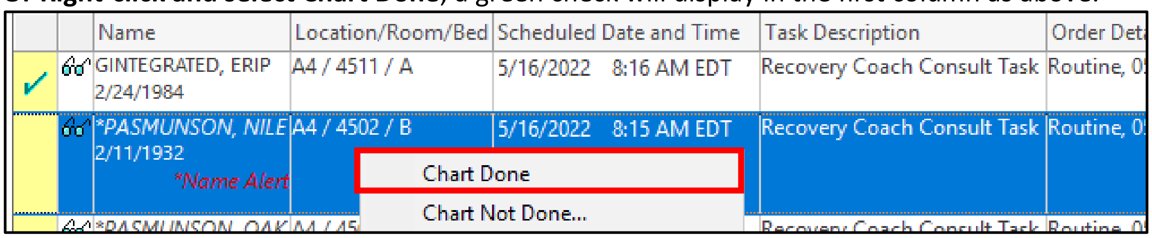


How to Chart a Task Done

1. To chart a task as done:
    a. **Click in the yellow space in the first column**; a green check displays to indicate the task is in a completed status.

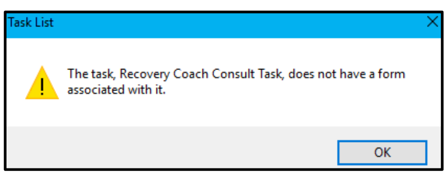


    b. **Or Right-click and select Chart Done**; a green check will display in the first column as above.



2. If a form is attached to a task:
    a. Double-click on the task and the form will open for charting.
        i. The task will complete when the form is completed and signed.

3. Double-clicking on a task with no form attached will open a pop-up window.
    a. Click **OK** and chart the task done as directed above.

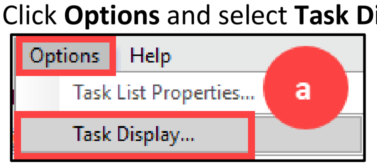


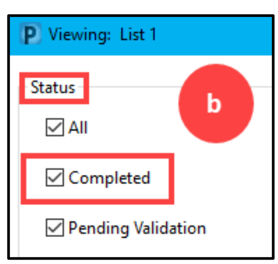
How to Restore a Task Charted in Error

1. Once a task is completed (green check) and the system is refreshed, the task will drop off the list because the list set up did not include Completed tasks in the Display Settings.

2. To view completed tasks and restore:

    a. Click **Options** and select **Task Display**.



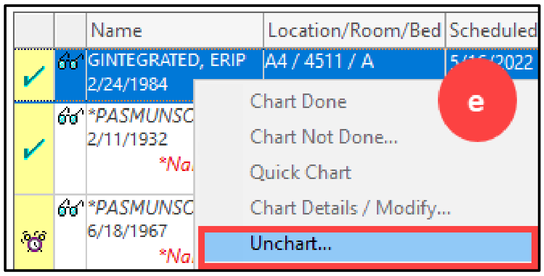


    b. Select **Completed** in the Status options field.

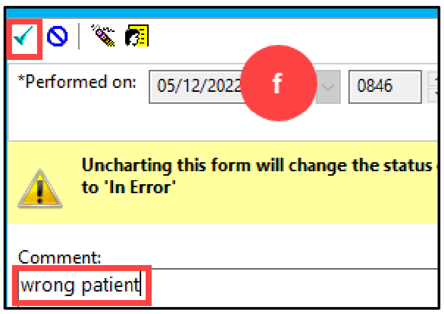
    c. **Do not Save** (usually do not want to see completed tasks) click **OK** and refresh.

    d. Completed tasks will now display. The saved display settings will default with the next login.

e. Right-click on the task charted in error and select **Unchart…**



f. Complete the pop-up window: enter a reason and sign using the green check.



g. The task is restored to a pending status.