

# Multi-Patient Task List: Admin Note for Hospital Rehabilitation Therapists

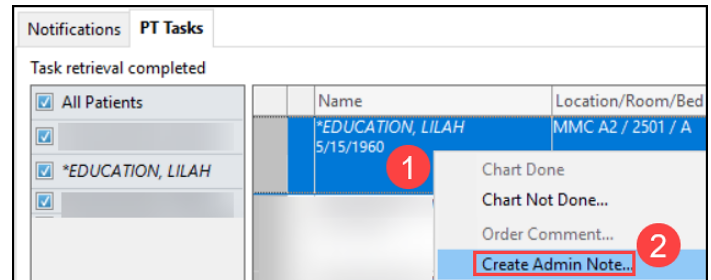
Cerner PowerChart EDUCATION

## Admin Note

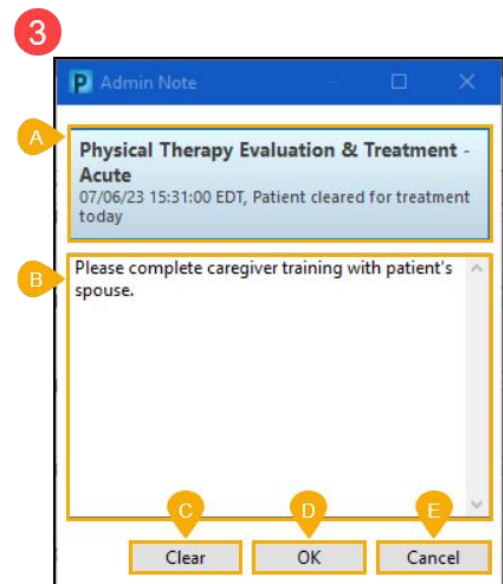
The Admin Note is a tool within the Multi-Patient Task List (MPTL) that can be used to communicate non-urgent information from one clinician to another. The Admin Note is not a legal form of documentation and does not populate in the patient chart.

### To create an Admin Note:


1. Right click on the task.
2. Select Create Admin Note.

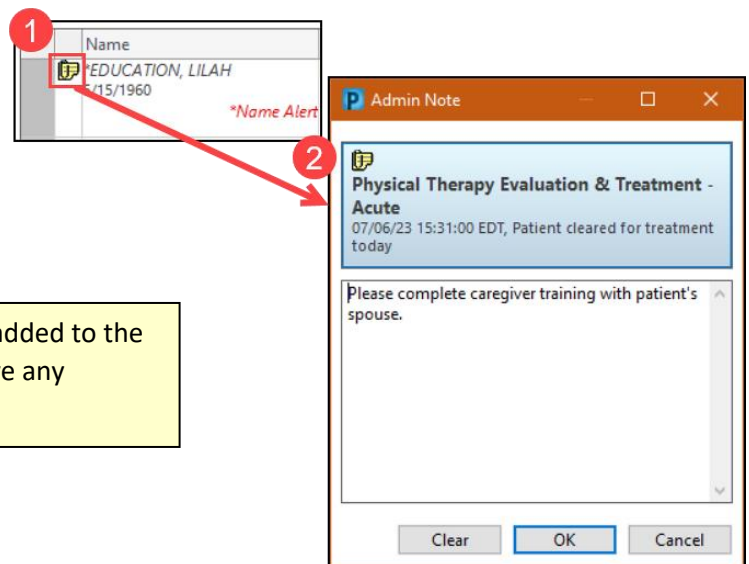


3. The Admin Note box:
  - A. Order details (view only).
  - B. Free text box to type information.
  - C. Clears all text in box.
  - D. Submits entered text and closes box.
  - E. Cancels any action and closes box.



### To view an Admin Note:

1. Click on the  icon next to the patient name.
2. The Admin Note box displays and previously entered information can be viewed.



**Note:** Information can be erased, modified, or added to the free text box of the Admin Note. Click OK to save any changes made.