

Multi-Patient Task List: Admin Note for Respiratory Therapists

Cerner PowerChart EDUCATION

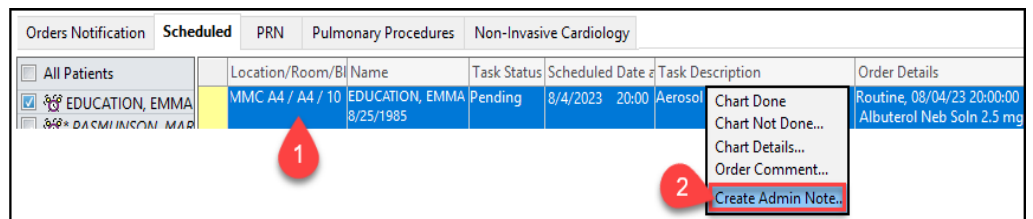
Admin Note

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

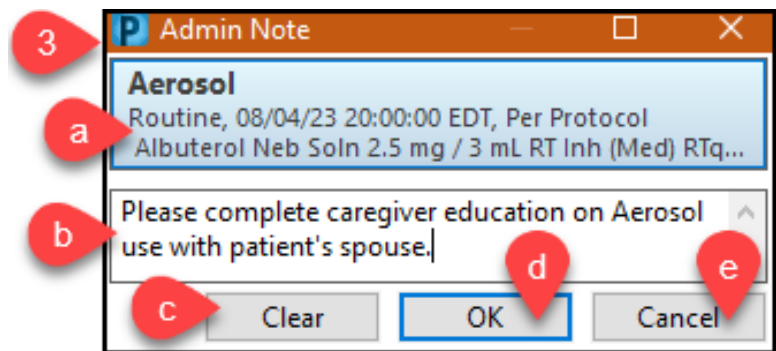
How to Create an Admin Note

To create an Admin Note:

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




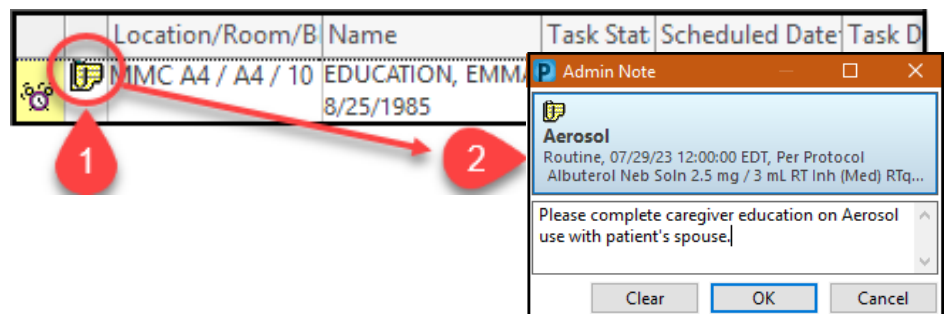
3. The Admin Note box contains:
 - a) Order details (view only).
 - b) Free text box to type information.
 - c) Clear button to clear entered text.
 - d) OK button to submit entered text and close the box.
 - e) Cancel button to cancel the note entry.



How to View an Admin Note

To view an Admin Note:

1. Click on the  icon on the task line.
2. The Admin Note box displays previously entered information.



Note:
Any user can erase, modify, or add information to the free text box of the Admin Note. Click OK to save any changes made.