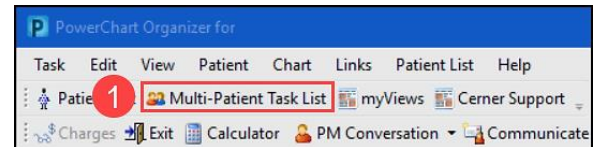


Multi-Patient Task List: Overview for Hospital Rehabilitation Clerks

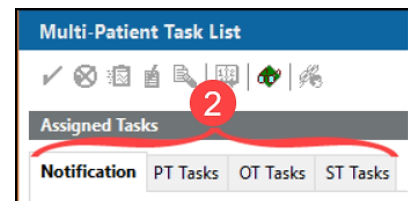
Multi-Patient Task List Overview

The Multi-Patient Task List (MPTL) is an online worklist that displays all patients with active therapy orders.

1. To access, click the Multi-Patient Task List button in the PowerChart toolbar.



2. The Hospital Rehabilitation Clerk view has four tabs.



Notification Tab

1. The Notification tab lists new therapy orders for all therapy disciplines, and has the following sections:
 - a. **Navigator** - Lists All Patients displaying in the view pane. Customize patients on view pane display by selecting or deselecting with the check mark to the left of the patient's name in the Navigator.
 - b. **Name column** - Lists patients by name. Organize A-Z or Z-A by clicking the Name column header.
 - c. **Location/Room/Bed column** - Lists patient location information. Arrange by unit by clicking the Location/Room/Bed column header.
 - d. **Scheduled Date and Time column** - Displays when the order was placed. Organize by newest-oldest or oldest-newest by clicking on the Schedule Date and Time column header.
 - e. **Task Description column** - Displays the name of the therapy order. Arrange by discipline by clicking the Task Description column header.
 - f. **Order Details column** - Displays additional order information, including order comments. Organize by newest-oldest or oldest-newest by clicking on the Order Details column header.

Departmental View		Wednesday, September 21					
Notification		Tasks	OT Tasks	PT Tasks			
Task retrieval completed							
<input checked="" type="checkbox"/> All Patients		Name	Location/Room/Bed	Scheduled Date and Time		Task Description	Order Details
<input checked="" type="checkbox"/> EDUCATION, LILAH		EDUCATION, LILAH 5/15/1960	MMC A2 / 2501 / A	9/20/2023	12:14 EDT	Notification of OT Order Task	09/20/23 12:14:51 EDT Occupational Therapy Eval & Treat - Order by Test MD, Physician
		EDUCATION, LILAH 5/15/1960	MMC A2 / 2501 / A	9/20/2023	12:14 EDT	Notification of PT Order Task	09/20/23 12:14:52 EDT Physical Therapy Eval & Treat - Acute - Order by Test MD, Physician
		EDUCATION, LILAH 5/15/1960	MMC A2 / 2501 / A	9/20/2023	12:14 EDT	Notification of ST Order Task	09/20/23 12:14:52 EDT Speech Therapy - Eval & Treat - Order by Test MD, Physician

Note: The MPTL tabs do not automatically refresh. It is essential to refresh often to ensure that all new orders are displaying within the Notification tab.

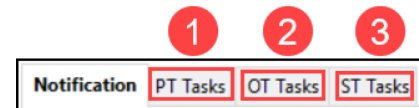
Multi-Patient Task List: Overview for Hospital Rehabilitation Clerks

Cerner PowerChart EDUCATION

Discipline Specific Tabs

The remaining three tabs on the MPTL are discipline specific.

1. **PT Tasks:** will only display active Physical Therapy orders and details.
2. **OT Tasks:** will only display active Occupational Therapy orders and details.
3. **ST Tasks:** will only display active Speech Therapy orders and details.

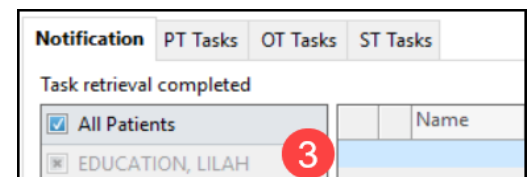
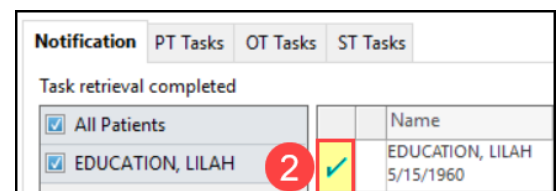
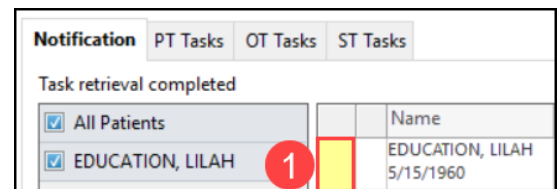


Note: Each tab houses the same columns as the Notification Tab and can be organized the same way as described in the section above.

Notification Tab Functionality

The only tab that has functionality in the Hospital Rehabilitation Clerk MPTL view is the Notification tab. This tab allows for tasks to be acknowledged and will drop off the Notification tab list when refreshed.

1. Single click in the yellow box to acknowledge the task.
2. A green checkmark populates.
3. Once the screen is refreshed, the task no longer displays on the Notification tab.



Note: The task will remain on the discipline specific task tab for future reference and census tracking.

Additional Information

Tasks will not display in any of the above-described tabs until initial preferences are set. Please refer to the educational document **Multi-Patient Task List: Preferences for Hospital Rehabilitation Clerks** for additional information on preference setting.