

Multi-Patient Task List: Overview for Hospital Rehabilitation Therapists

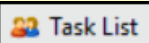
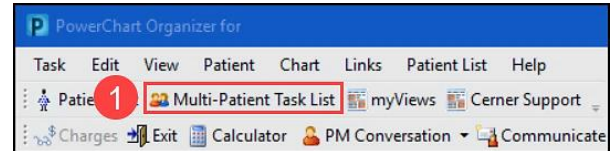
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Multi-Patient Task List Overview

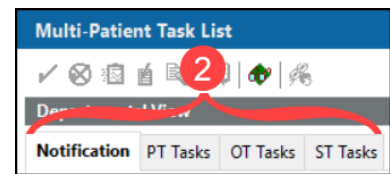
The Multi-Patient Task List (MPTL) is an online worklist that displays all patients with active therapy orders.

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

Note: The Multi-Patient Task List icon may display as Task List depending on PowerChart version.

- The Hospital Rehabilitation Therapist view has four tabs.
 - Notification
 - Discipline specific



Notification Tab Overview

- The Notification tab lists details regarding therapy orders for **all** disciplines, and has the following sections:
 - Navigator** - Lists All Patients displaying in the view pane to the right. Customize by selecting or deselecting with the check mark to the left of the patient's name in the Navigator.
 - Name column** - Lists patients by name. Organize A-Z or Z-A by clicking the Name column header.
 - Location/Room/Bed column** - Lists patient location information. Organize by clicking the Location/Room/Bed column header.
 - 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.
 - Task Description column** - Displays the name of the therapy order. Organize by discipline by clicking the Task Description column header.

Note: Other therapy discipline tasks will display in separate rows but will be grayed out for viewing only.

 - 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.

Name	Location/Room/Bed	Scheduled Date and Time	Task Description	Order Details
EDUCATION, LILAH 5/15/1960	MMC A2 / 2501 / A	11/1/2023 11:17 EDT	Notification of PT Order Task	11/01/23 11:17:32 EDT Physical Therapy - Eval & Treat - Order by Test MD, Physician
EDUCATION, LILAH 5/15/1960	MMC A2 / 2501 / A	11/1/2023 11:17 EDT	Notification of OT Order Task	11/01/23 11:17:34 EDT Occupational Therapy Eval & Treat - Order by Test MD, Physician
EDUCATION, LILAH 5/15/1960	MMC A2 / 2501 / A	11/1/2023 11:17 EDT	Notification of ST Order Task	11/01/23 11:17:34 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 the most up to date information is displaying in all tabs.

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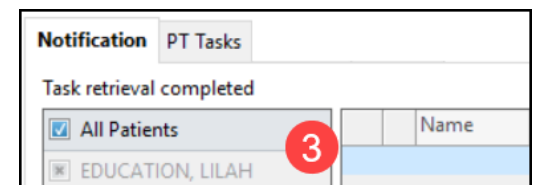
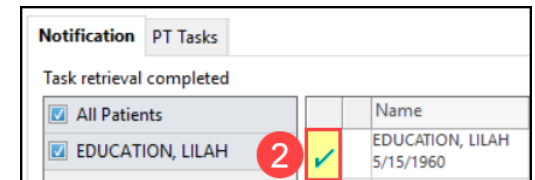
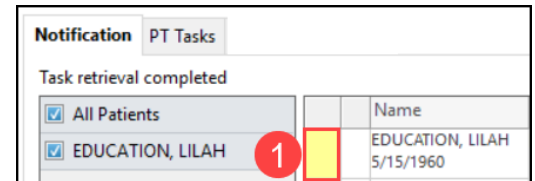
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Notification Tab Functionality

The Notification tab allows tasks to be acknowledged once assigned to a clinician. Therapists can only acknowledge tasks for their specific discipline. Other therapy discipline tasks will display but will be grayed out for viewing only.

To acknowledge a task and remove it from the Notification tab:

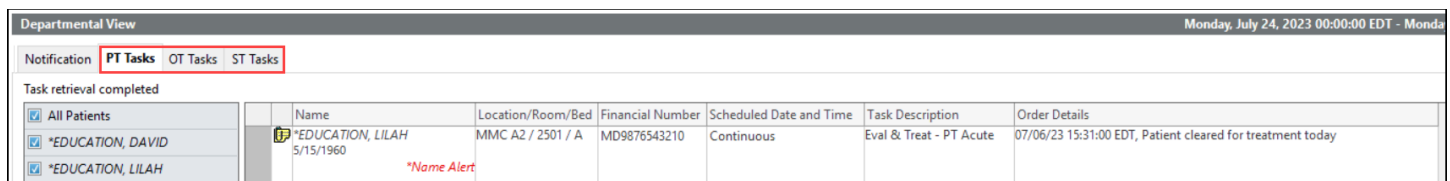
1. Single click in the yellow box to acknowledge the task.
2. A green checkmark will populate.
3. Once the screen is refreshed, the acknowledged task no longer displays.



Note: The task will remain on the discipline specific task tab even when removed from the Notification tab.

Discipline Specific Task Tabs Overview

The discipline specific task tabs are the remaining three tabs listed in the MPTL. The sections are the same as the Notification tab and can be organized by clicking the corresponding column header. Tasks display for all patients with active therapy orders and will remain on the task list until the therapy order has been discontinued, canceled, or the patient has been discharged from the facility. By default, the first discipline specific task tab corresponds to the user's discipline.



Note: Tasks displaying for other therapy disciplines will be grayed out for viewing only. Therapists can only interact with tasks on their specific discipline tab.

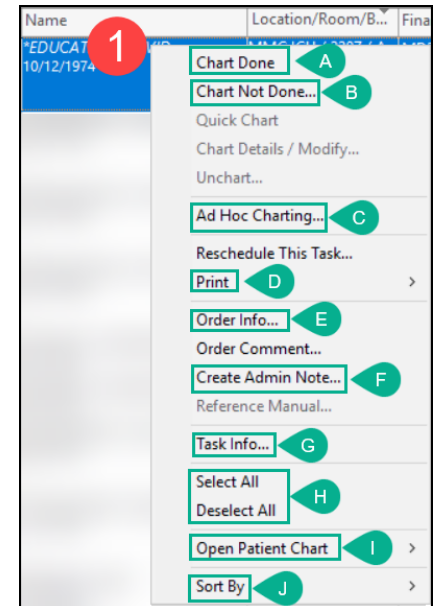
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Discipline Specific Task Tab Functionality

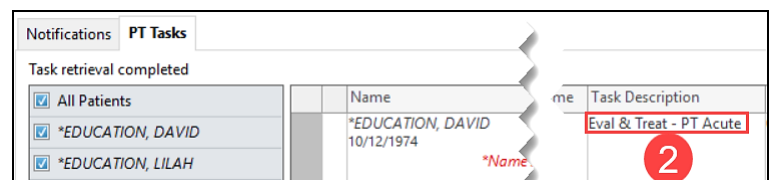
The discipline specific task tab contains various convenient functions.

1. **Right click** on the patient's name for shortcuts:
 - A. **Chart Done:** marks the task as complete with a green checkmark if Ad Hoc was used to document in a PowerForm.
 - B. **Chart Not Done:** removes the green checkmark and restores the task.
 - C. **Ad Hoc Charting:** opens Ad Hoc for additional PowerForms.
 - D. **Print:** gives the option to reprint order requisitions.
 - E. **Order info:** provides additional details regarding the therapy order.
 - F. **Create Admin Note:** used for non-urgent communication to other clinicians via the MPTL. Does not populate in patient's chart.
 - G. **Task Info:** provides additional details regarding the therapy task.
 - H. **Select All & Deselect All:** select all tasks on the task list or deselect all tasks on the task list.
 - I. **Open Patient Chart:** contains additional shortcuts to various pages within the patient's chart.
 - J. **Sort By:** allows for sorting the task list (same features as sorting by the task list column headers).

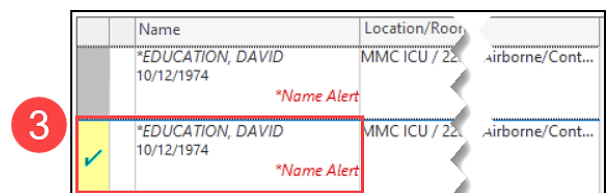


Documentation can be completed from the task tab.

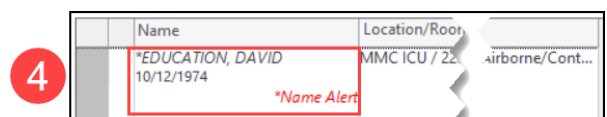
2. **Double click** on the text in the Task Description column to open the therapy PowerForm for documentation.



3. A duplicate task will display once documentation for the patient has been completed. This can be used to confirm that the PowerForm has been signed and submitted.



4. The duplicate task will be removed from the task list once PowerChart is refreshed. The original task will remain until the active order has been canceled or discontinued.



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 Therapists** for additional information on preference setting.