

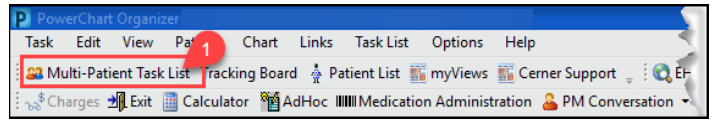
Multi-Patient Task List: Overview for Respiratory Therapists

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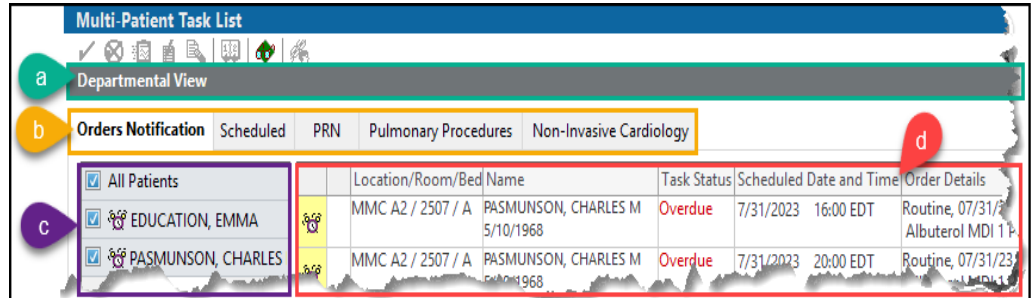
Multi-Patient Task List Overview

The Multi-Patient Task List (MPTL) for Respiratory Therapists is an online worklist that displays all patients who have respiratory therapy orders.

1. The Multi-Patient Task List button is located on the toolbar.



2. Key areas of the MPTL:
 - a) Filter.
 - b) Tabs (5).
 - c) Navigator.
 - d) Pane.



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

Orders Notification Tab

The Orders Notification tab displays notifications about new patient orders and has the following columns:

1. Navigator is a list of patients who have active respiratory orders.
 - Patients will appear dithered if there are no new order notifications or if their notifications were previously acknowledged.
 - Users can customize the list of patients by selecting the box to the left of All Patients or just selecting specific patients.
2. Pane view area with columns:
 - a. Displays icons and is used to mark notifications as acknowledged and orders as completed.
 - b. Displays icons related to orders.
 - c. **Location/Room/Bed** shows patient location.
 - d. **Name** lists patients by name with their date of birth.
 - e. **Task Status** displays the status of the order.
 - f. **Scheduled Date and Time** shows the time the order was placed.
 - g. **Order Details** displays full order data.

Note: Customizations are allowed to all five tabs (except a & b). Columns' width is adjustable. Information in the columns can be arranged by clicking on the column header.

	Orders Notification	Scheduled	PRN	Pulmonary Procedures	Non-Invasive Cardiology
<input checked="" type="checkbox"/>	All Patients				
<input checked="" type="checkbox"/>	EDUCATION, EMMA				
<input checked="" type="checkbox"/>	PASMUNSON, CHARLES M				
<input type="checkbox"/>	PASMUNSON, TOMAS				

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Orders Notification Tab (Continued)

This tab allows users to acknowledge respiratory therapy (RT) tasks.

1. Single click in the yellow box to acknowledge the task.

Orders Notification	Scheduled	PRN	Pulmonary Procedures	Non-Invasive Card
<input type="checkbox"/> All Patients	1	Location/Room/Bed	Name	Task Status Sched
<input checked="" type="checkbox"/> EDUCATION, EMMA		MMC A4 / A4 / 10	EDUCATION, EMM	Pending 7/31/2
			8/25/1985	

2. A green checkmark populates. The Task Status changes to 'Complete.'

Orders Notification	Scheduled	PRN	Pulmonary Procedures	Non-Invasive Card
<input type="checkbox"/> All Patients	2	Location/Room/Bed	Name	Task Status Sched
<input checked="" type="checkbox"/> EDUCATION, EMMA		MMC A4 / A4 / 10	EDUCATION, EMM	Complete 7/31/2
			8/25/1985	

3. Once the screen is refreshed, the checked notification no longer displays on the tab.

Orders Notification	Scheduled	PRN	Pulmonary Procedures	Non-Invasive Card
<input type="checkbox"/> All Patients	3	Location/Room/Bed	Name	Task
<input checked="" type="checkbox"/> EDUCATION, EMMA				

Note: The task will remain on one of the other MPTL tabs until addressed there. The remaining four tabs of the MPTL are used to document on tasks.

Scheduled Tab

This tab has the same columns as the Notification Tab, plus Task Description. Active, scheduled orders display as tasks. Users can document tasks as complete or on a PowerForm from this tab.

PRN Tab

This tab has the same columns as the Scheduled Tab. PRN Order tasks can be documented on from this tab.

Pulmonary Procedures Tab

This tab shows the same columns as the Scheduled Tab. The tab contains tasks for Respiratory Therapists who work in the Pulmonary Lab or who perform Pulmonary Function Tests. Pulmonary Function Test orders can be documented on from this tab.

Non-Invasive Cardiology Tab

This tab contains EKG orders that are performed by Respiratory Therapy staff. Check with your manager to obtain hospital/shift specific responsibilities for EKG orders.