

Multi-Patient Task List: Preferences for Hospital Rehabilitation Therapists

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Preference Setting

Preferences must be set prior to the first use of the Multi-Patient Task List (MPTL) and can be adjusted at any time depending on workflow needs.

1. Click the Multi-Patient Task List icon located on the top PowerChart toolbar.

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

- 2. Select the tab for which to set preferences.
- 3. Click Options located on the top PowerChart menu bar.
- 4. Select Task List Properties.





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Note: Other Time Frames can be chosen. However, setting to 24 Hours is best practice to ensure that all orders will be visible and not missed.

- 5. From the Time Frames tab, select:
 - A. Defined Time Frame
 - B. Current
 - C. 24 Hours



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- 6. Select the Patient List tab:
 - A. Check the 'Choose a Patient List' box.
 - B. Select Departmental View.
 - C. Double click on All Locations to expand the Location Filters folder.
 - D. Select the desired location with a single click inside the corresponding box.
 - E. Ensure that the View Assigned Tasks box is deselected.
 - F. Click Save.
 - G. Click OK.

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7. Repeat steps 2-6 for the remaining Tasks tabs on the MPTL.

Note: To select an individual unit within a desired location, double click on the location name to expand the unit list.

Select the appropriate unit(s).

8. Click the **Exit** icon to save preferences and activate tasks.

Task	Edit	View	Patient	Chart	Links	Patient List	Help
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Note: Preferences and corresponding tasks will **not** display until the user has successfully exited and logged back into PowerChart.