

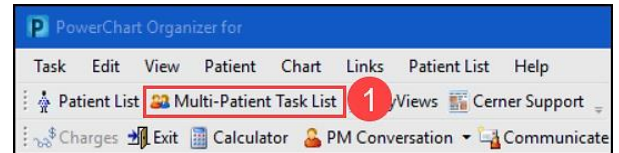
Multi-Patient Task List: Preferences for Hospital Rehabilitation Therapists

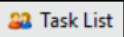
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Preference Setting

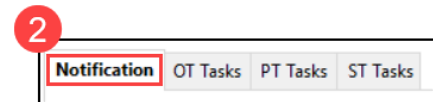
Preferences must be set prior to the first use of the Multi-Patient Task List (MPTL) and can be adjusted at any time depending on workflow needs.

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

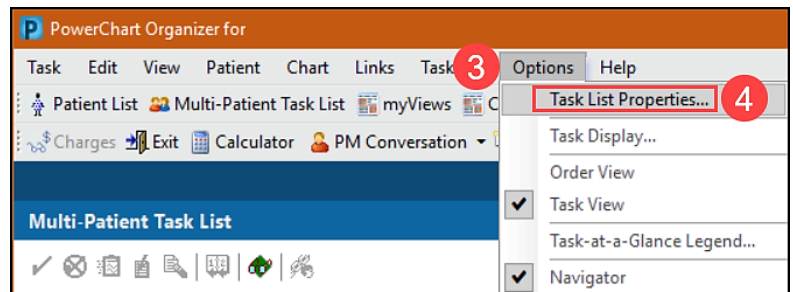


Note: The Multi-Patient Task List icon may display as **Task List** depending on PowerChart version. 

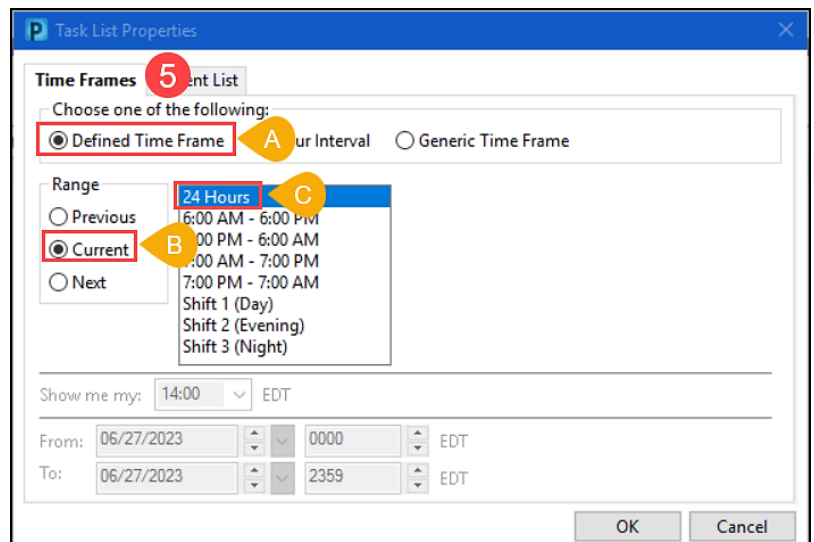
2. Select the tab for which to set preferences.



3. Click Options located on the top PowerChart menu bar.
4. Select Task List Properties.



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

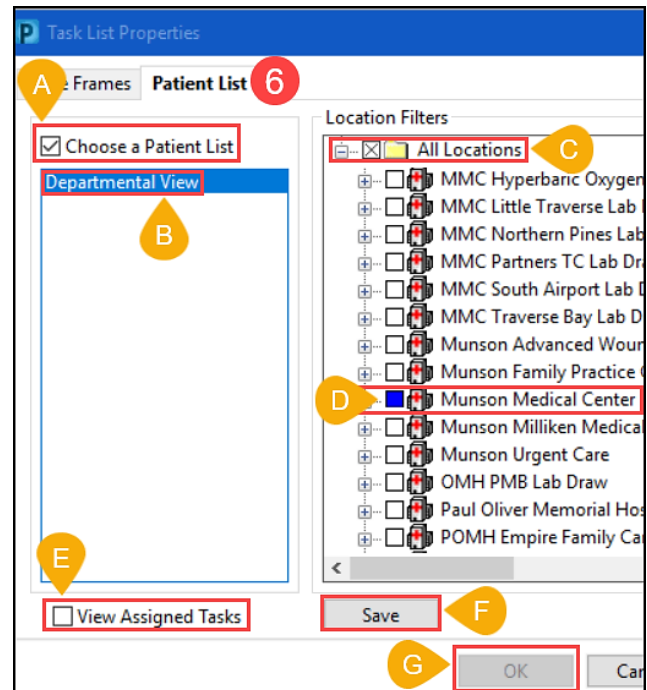


Note: Other Time Frames can be chosen. However, setting to 24 Hours is best practice to ensure that all orders will be visible and not missed.

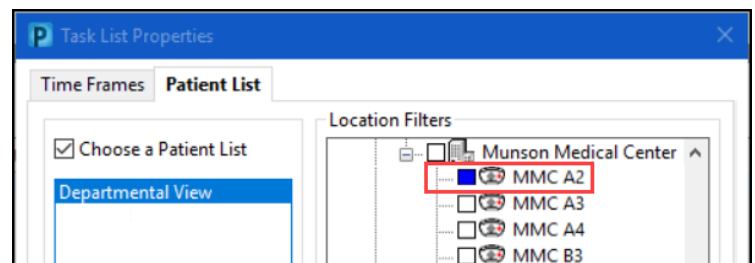
Multi-Patient Task List: Preferences for Hospital Rehabilitation Therapists

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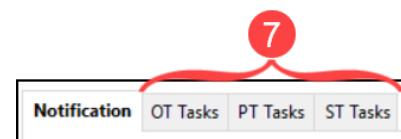
6. Select the Patient List tab:
 - A. Check the 'Choose a Patient List' box.
 - B. Select Departmental View.
 - C. Double click on All Locations to expand the Location Filters folder.
 - D. Select the desired location with a single click inside the corresponding box.
 - E. Ensure that the View Assigned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



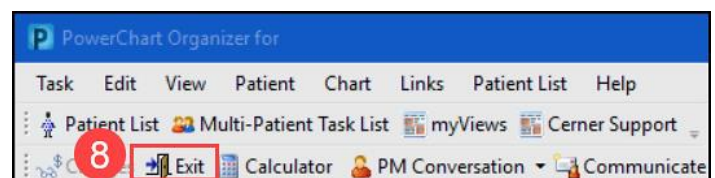
Note: To select an individual unit within a desired location, double click on the location name to expand the unit list. Select the appropriate unit(s).



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



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



Note: Preferences and corresponding tasks will **not** display until the user has successfully exited and logged back into PowerChart.