

Cerner PowerChart EDUCATION

Documenting on a Task

- 1. Respiratory Therapists document on tasks from the following tabs:
 - a) Scheduled tab houses tasks with scheduled orders.
 - b) **PRN** tab has tasks with PRN orders.
 - c) **Pulmonary Procedure** tab contains tasks with Pulmonary Function Test orders.
 - d) Non-Invasive Cardiology tab displays EKG tasks.



- 2. There are three options to chart a task as complete:
 - a) Right click on a task line and select Chart Done.
 - b) Click in the yellow space in the first column.
 - c) Double click on the task line.

A green check mark icon indicates the task is addressed. The Task Status changes to Complete.

2		Location/Room/Bed	Name	Task Status	Scheduled	l Date an	d Time Task Description	
	જ	MMC A7 / 7517 / A	*PASMUNSON, MARS 5/12/1982 *Name Alert	Overdue	8/2/2023	a	Chart Done	
D	ස්	MMC A7 / 7517 / A	*PASMUNSON, MARS 5/12/1982 *Name Alert	Overdue	8/3/2023	8:00 ED	Chart Details Ad Hoc Charting Passbadula This Task	
		MMC A7 / 7517 / A	*PASMUNSON, MARS 5/12/1982 *Name Alert	Pending	8/3/2023	20:00 E[Order Info Create Admin Note	
	\mathbf{N}	MMC ICU / P2 / 2	*PASMUNSON, TOMA 3/16/1957 *Name Alert	Complete	8/3/2023	13:53 ED	Task Info Open Patient Chart	

Reminder: Overdue tasks should

be addressed first.

Note:							
Some tasks open to the Combined Therapy PowerForm. Select the appropriate section to document and sign. The task will now be complete.	Combined Therapy - EDUCATION, EMMA ✓						
If a task does not have a PowerForm attached, a pop-up Click OK to acknowledge the information. Chart the task Complete as directed above.	window opens: Task List × The task, NICU Oxygen Saturation Monitoring Task, does not have a form associated with it. OK						



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▲ ✓ 16:41 ▲ EDT

- 3. To chart a task as not done:
 - a) Right click on the task.
 - b) Select Chart Not Done.



EKG Performed by NIC Staff Task (Not Done) EDUCATION, EMMA

- c) Document the Reason Not Done in the drop-down menu.
- d) Add a comment, if needed.
- e) Sign the Reason Not Done with a green check mark.

The Chart Not Done icon appears on the task line, the	
Task Status changes to Complete. The task is addressed.	

	Location/Room/Bed	Name	Task Status	Scheduled
8	MMC A4 / A4 / 10	EDUCATION, EMMA 8/25/1985	Complete	7/28/2023

Refused

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*Reason Not Done:

Comment:

med on: 08/03/2023

Note: The addressed tasks fall off the list when the screen is refreshed.

Rescheduling a Task

To reschedule a task:

ending 8/4/2023 12:00 EDT Aerosol EDUCATION EMM Routine, 08/04/2 Albuterol Neb Soli 8/25/1985 Chart Done a) Right click on the task. Chart Not Done... Chart Details... Ad Hoc Charting. Reschedule This Task b) Select Reschedule This Task. Order Info... Reschedule Aerosol for EDUCATION c) Enter the new time for the task in the Currently scheduled date and time Rescheduled date and time. 8/4/2023 12:00 Rescheduled date and time 08/04/2023 * 13:00 d) Select a Rescheduling reason. Ŧ Rescheduling reason d Sleeping e) Click OK. e OK Cancel



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Restore a Task Documented in Error

Once a task is completed and the system is refreshed, the task drops off the list because the list set up did not include Completed tasks in the Display Settings.

Options Help

Task List Prop

Task Display.

To view and restore completed tasks:

- a) From Options on the menu bar, select Task Display.
- b) Check Completed in the Status.
- c) Do not Save but click OK. Refresh the screen.
- d) Completed tasks will now display.
- e) Right click on the task charted in error.
- f) Select Unchart.
- g) Enter the reason of Unchart.
- h) Sign.
- i) The task is restored to a Pending status.



Status

Completed 4

Pending

Pending Validation

Viewing: Non-Invasive Cardiology



Viewing Documented Tasks and Making Corrections

To view or correct an already signed form:

- a) Right click on a patient's name from the Navigator.
- b) Hover cursor over Open Patient Chart.
- c) Select Form Browser.



- d) Right click on the desired form under All Forms.
- e) Select the appropriate option.



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PRN Tab Specifics when Documenting on a Task

PRN tab specifics:

- The system duplicates the original task line for documentation.
- The green check mark on the left side of the duplicated task line indicates the documentation is done.
- The documented task disappears after refreshing the screen.
- The original tasks will remain available for later use.