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.

> **Reminder:**
> Overdue tasks should be addressed first.
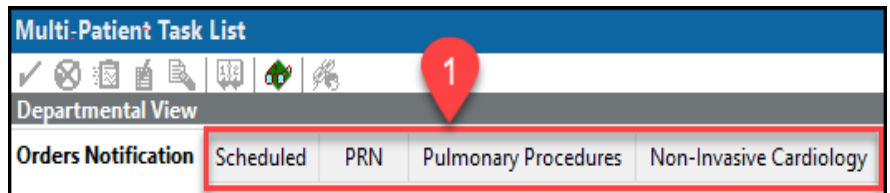
2. There are three options to chart a task as complete:

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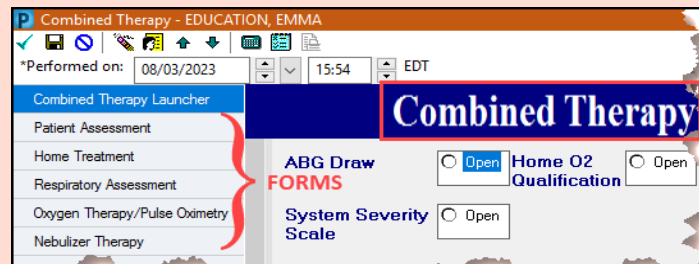
A green check mark icon indicates the task is addressed. The Task Status changes to Complete.

Note:

Some tasks open to the Combined Therapy PowerForm. Select the appropriate section to document and sign. The task will now be complete.

If a task does not have a PowerForm attached, a pop-up window opens: Click OK to acknowledge the information. Chart the task Complete as directed above.
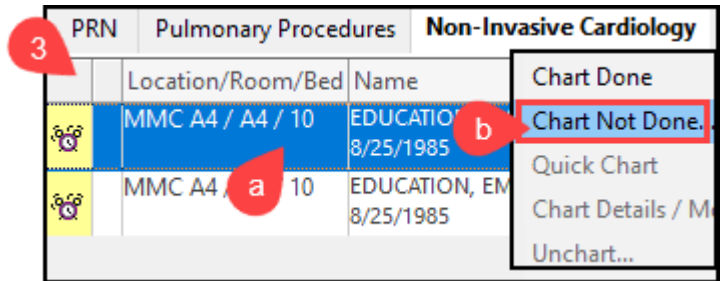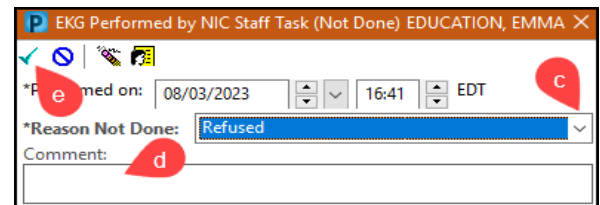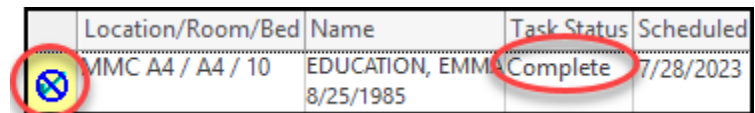
3. To chart a task as not done:

   a) Right click on the task.
   b) Select Chart Not Done.

   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.

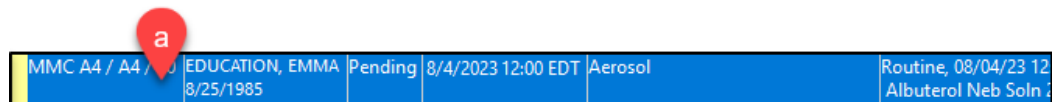The Chart Not Done icon appears on the task line, the Task Status changes to Complete. The task is addressed.

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

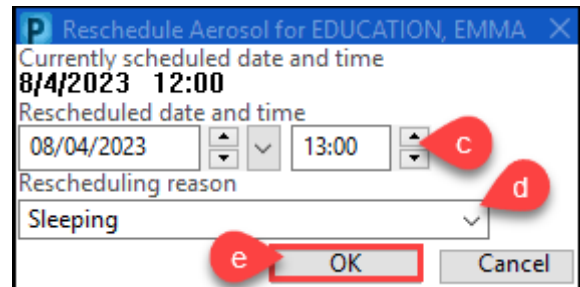## Rescheduling a Task

To reschedule a task:

   a) Right click on the task.

   b) Select Reschedule This Task.

   c) Enter the new time for the task in the Rescheduled date and time.

   d) Select a Rescheduling reason.

   e) Click OK.

# Multi-Patient Task List: Task Documentation for Respiratory Therapists

## 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.
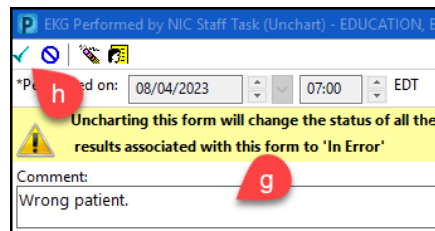
To view and restore completed tasks:

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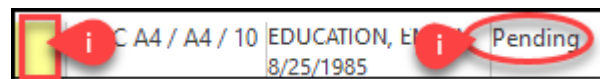c) Do not Save but click OK. Refresh the screen.
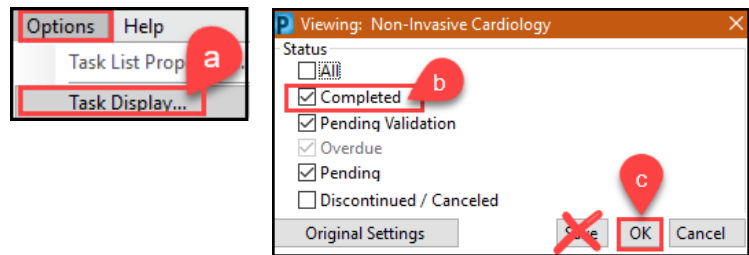
d) Completed tasks will now display.
e) Right click on the task charted in error.
f) Select Unchart.
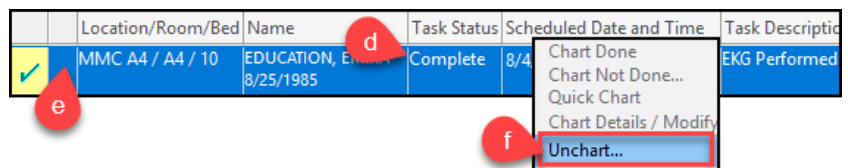
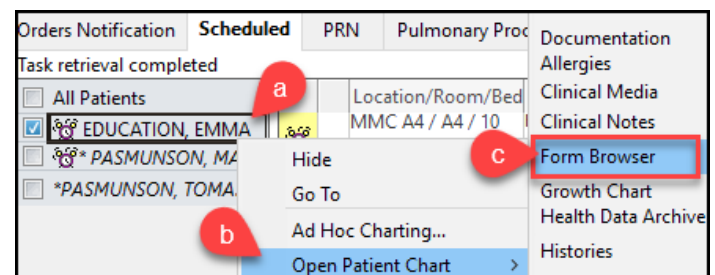g) Enter the reason of Unchart.
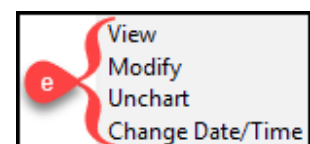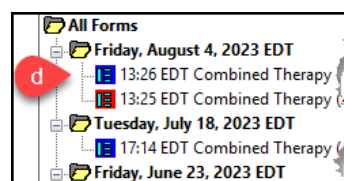h) Sign.

i) The task is restored to a Pending status.

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.

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.