

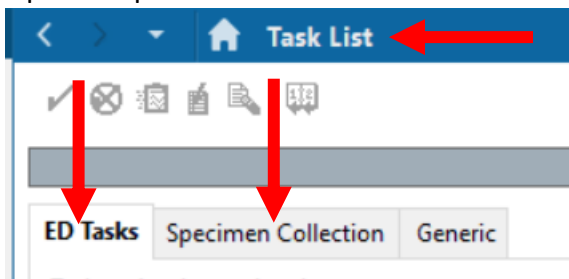
Prevention

1. Safety Behavior
 - a. Attention to detail: take care to chart on the correct patient with the correct time and correct details.

How to Reactivate a Task Completed in Error

1. When an error occurs, and the task needs to be reactivated:

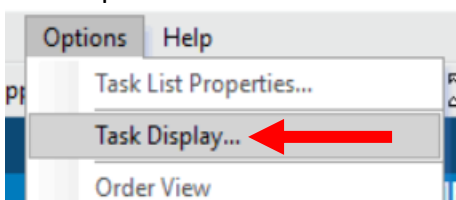
- a. Open the patient's chart to Task List.



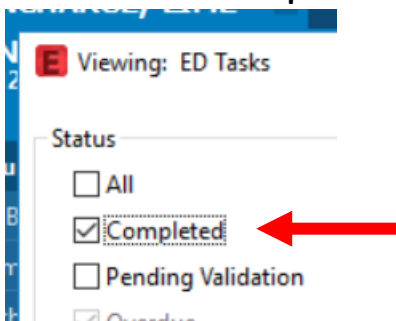
- b. Choose the correct tab.
 - i. Specimen Collection if a Nurse Collect task was completed in error.
 - ii. ED Task for all other Nurse Activity tasks completed in error.

2. Change the display to include **completed** tasks (both tabs default to active tasks display):

- a. Go to options on the main Menu bar and select Task



- b. Check the status **Completed** and click **OK**.



- c. Right click on the task that needs reactivation and **select UnChart...**
 - i. Enter a reason for uncharting the task in the pop-up window and click the sign button.

The screenshot shows a patient's task list. The patient information includes: Sex: Male, Wt. Measured: 88 kg, MRN: MR10001, Location: ED - MM, and PCP: Gerstle MD, Roger K. The task list is filtered by 'Specimen Collection' and shows two tasks. The first task, 'Nurse Collect Lab Specimen Task' scheduled for 6/22/2021 at 17:16 EDT, is highlighted with a yellow background and a red 'X' icon. A context menu is open over this task, with 'Unchart...' selected, indicated by a red arrow. Other menu options include 'Ad Hoc Charting...', 'Reschedule This Task...', 'Print', 'Order Info...', 'Order Comment...', 'Create Admin Note...', 'Reference Manual...', 'Patient Snapshot...', 'Select All', 'Deselect All', and 'Sort By'. The second task, scheduled for 7/1/2021 at 7:00 EDT, is marked as complete with a green checkmark.

- d. Refresh the screen.
 - i. The task's status changes to pending.

Nurse Collect Lab Specimen Task	06/22/21 17:16:48 EDT, ONCE, 06/22/21 17:16:48 EDT Ordered by SYSTEM when Urinalysis w/ Culture if Indicated	Pending
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A red arrow points to the 'Pending' status in the table.

- ii. The task is restored in Nurse Activities window in LaunchPoint.

The screenshot shows the 'Nurse Activities' window. At the top, there is a tab labeled '1 Labs'. Below it, a task card is displayed for 'Nurse Collect Lab Specimen Task' with the following details: 06/22/21 17:16:48 EDT, ONCE, 06/22/21 17:16:48 EDT, Nurse Collect Lab Specimen Task. The comments are: 'Ordered by SYSTEM when Urinalysis w/ Culture if Indicated'. There are icons for refresh and delete on the right side of the task card.