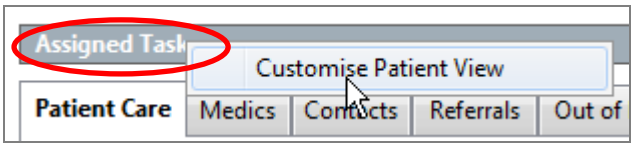
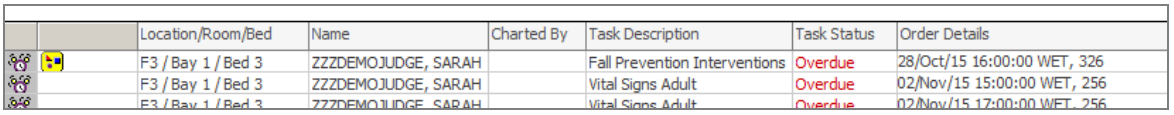
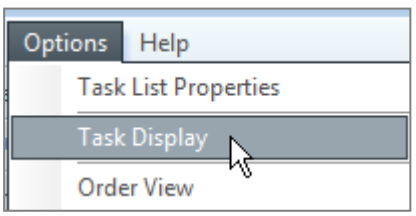
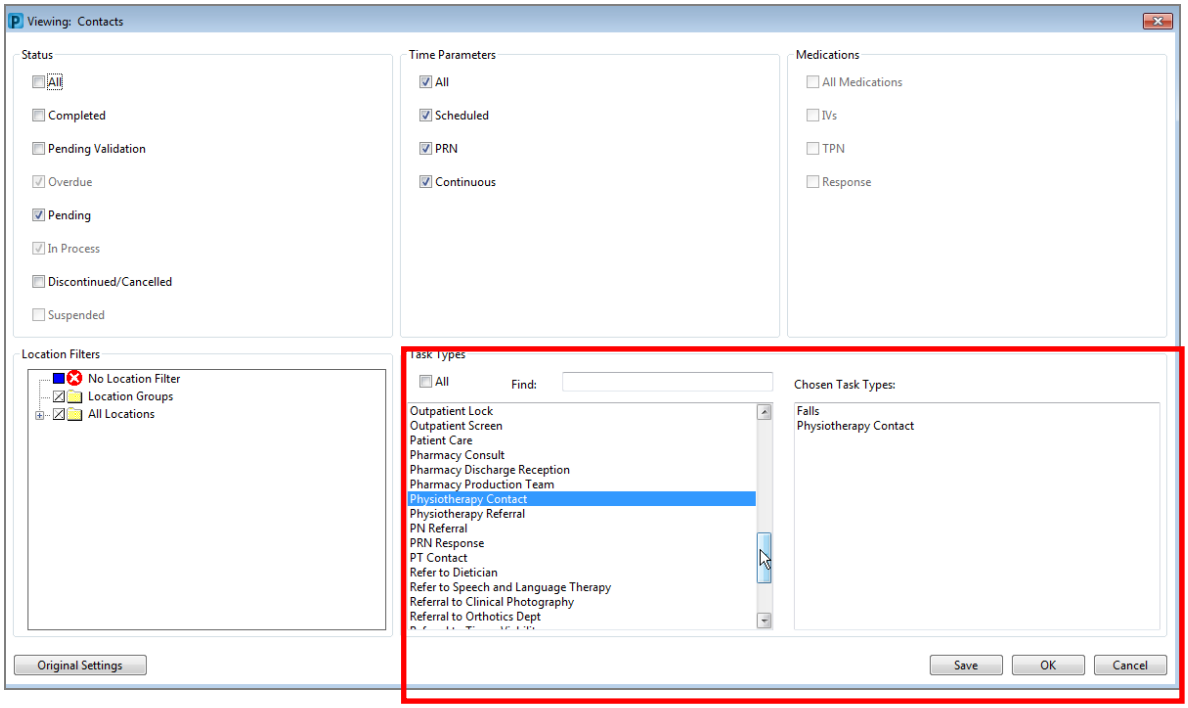
MPTL Overview

0	**Multi-Patient Task List (MPTL) is a task list.** **It is generated from requests/referrals placed in Orders.** **It allows for easy organisation of these tasks based on a patient list, rather than being patient-specific.**
1	In PowerChart, click on MPTL in the tool bar. You do not have to have a patient record open.
2	You will see different tabs depending on your job role (Referrals).
3	**Setting up your patient lists with MPTL:** Select the tab you wish to use. If you need to change the Patient List, right click over the current list title (it may Assigned Tasks) and select Customise Patient View.  Click on 'choose patient list' and select the correct list and click OK. You will need to set up the patient list for each tab you use.
4	**To record a task:** Double click on the task/patient line to record against that task – it will open up in the patient record, at the correct place to record the information. 

		Location/Room/Bed	Name	Charted By	Task Description	Task Status	Order Details
		F3 / Bay 1 / Bed 3	ZZZDEMOJUDGE, SARAH		Fall Prevention Interventions	Overdue	28/Oct/15 16:00:00 WET, 326
		F3 / Bay 1 / Bed 3	ZZZDEMOJUDGE, SARAH		Vital Signs Adult	Overdue	02/Nov/15 15:00:00 WET, 256
		F3 / Bay 1 / Bed 3	ZZZDEMOJUDGE, SARAH		Vital Signs Adult	Overdue	02/Nov/15 17:00:00 WET, 256

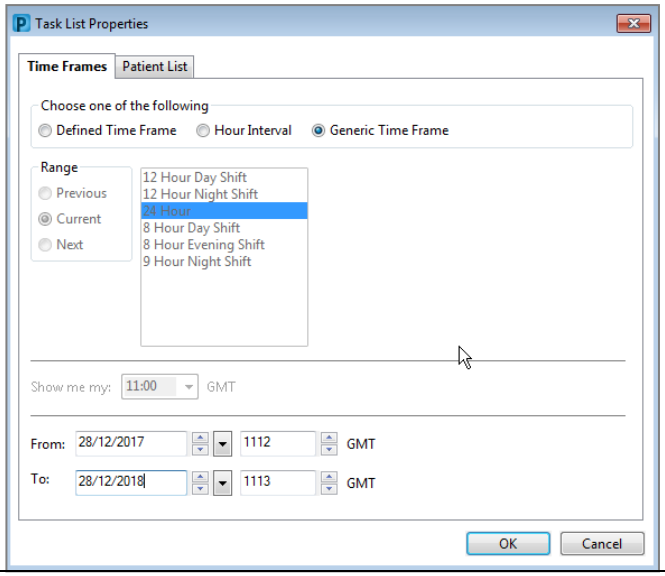
5	**Changing the tasks available to view:** You may need to change which tasks are available to view, for example, referrals to a dietitian. Select the correct tab (e.g. Referrals). Click on the Options Menu, and select Task Display.  Select the Task Types (selected ones indicated in blue) and click OK. You can also select to view completed, pending or all tasks.



6

Checking time frame:

If you are note seeing all the tasks you are expecting, check the time frame parameters in the grey MPTL bar on the right hand side.

To change the time frame criteria, right click on the time (or 'no time specified') and select 'change time frame criteria'.

Select either a defined time frame (e.g. current 24 hours) or set a generic time frame and change the dates in the bottom section: