

Document No – Ref 123

Version Number – 2.0

MPTL OVERVIEW

0	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.				
	Assigned Task Customise Patient View Patient Care Medics Conflucts Referrals Out of				
	Click on 'choose patient list' and select the correct list and click OK. Choose a Patient List 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				
	639 F3 / Bay 1 / Bed 3 ZZZDEMOJUDGE, SARAH Fall Prevention Interventions Overdue 28/Oct/15 16:00:00 WET, 326 639 F3 / Bay 1 / Bed 3 ZZZDEMOJUDGE, SARAH Vital Signs Adult Overdue 02/Nov/15 15:00:00 WET, 256				
	648 F3 / Bay 1 / Bed 3 777DEMO1UDGE_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. Options Help				
	Select the correct tab (e.g. Referrals). Task List Properties Click on the Options Menu, and select Task Display. Order View				
	Select the Task Types (selected ones indicated in blue) and click OK. You can also select to view completed, pending or all tasks.				

	Number Contacts				
	ur viewing: Contacts	T. D.	M. Farfar		
	Status	Time Parameters	Medications		
	Completed	Scheduled	11/5		
	Pending Validation	PRN 🐨	TPN		
	Verdue Verdue	Continuous	Response		
	V Pending				
	♂ In Process				
	Discontinued/Cancelled				
	Suspended				
	Location Filters	Task Types			
		Contractional Look	Chosen Task Types:		
	All Locations	Outpatient Screen	Physiotherapy Contact		
		Pharmacy Consult			
		Pharmacy Discharge Reception Pharmacy Production Team	_		
		Physiotherapy Contact Physiotherapy Referral	_		
		PIN Response			
		Refer to Dietician	rg		
		Referral to Clinical Photography Referral to Clinical Photography			
	Original Settings		Save OK Cancel		
MPTL V 😒 Main B) :宮 査 国、 印 弟。 uilding. Assigned Tasks	Thursday 28 De	(□, Full screen		
To c crite	To change the time frame criteria, right click on the time (or 'no time specified') and select 'change time frame criteria'.				
bott	om section:	current 24 nours) or set a generic t	time frame and change the dates in the		
	P Task List Properties				
	Time Frames Patient List				
Choose one of the following					
	Range	Ime frame			
	12 Hour Day Shift Previous 12 Hour Night Shift				
	Current 24 Hour A Hour Day Shift				
	Next 8 Hour Evening Shift				
	9 Hour Night Shift				
	To: 28/12/2018				
	OK Cancel				