Northern Light Health

From the Office of Clinical Informatics

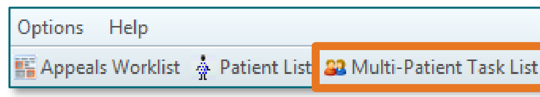
Rehab Therapy
Using a MultiPatient Task List

April 16, 2020

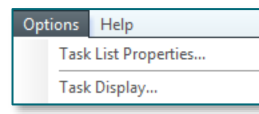
The MultiPatient Task List (MPTL) is a critical component of Outpatient, Inpatient Acute, and Inpatient Rehab Unit Rehab Therapists workflow and will be used throughout the shift to:

1. Identify patients with Evaluation and Treat orders
2. Documentation tasks for Outpatient Daily and Progress notes
3. Identify patients with consults to Inpatient Rehab units
4. Documentation tasks for the IRF-PAI Admission forms
5. Complete Team Conference task documentation for Inpatient Rehab Units

Setting Up the MultiPatient Task List (MPTL)

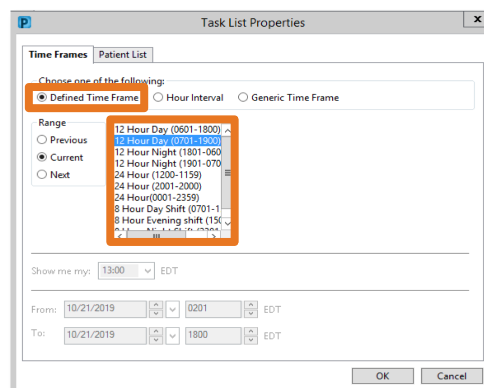


STEP 1: Select **MultiPatient Task List** from the toolbar. The Task List will display.



STEP 2: Click **Options** in the Toolbar.

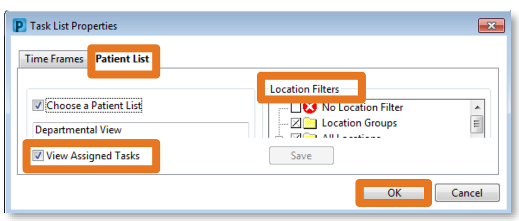
STEP 3: Select **Task List Properties.**



STEP 4: Select **Defined Time Frame.**

- Select the shift that is closest to the timeframe of the shift routinely worked.

STEP 5: Click **Patient List tab.**



- If a custom patient list(s) has already been established for the covered nursing units or clinics, the lists will display on the left side.

STEP 6: If using an established patient list, click the box next to **Choose a Patient List** then select the appropriate list. Click **OK.**

STEP 7: **Or**, if no Patient List has been previously established, click the box next to Choose a Patient List and select Departmental View.

- On the right side under **Location Filters**, click the + next to All Locations.
- Scroll down and click the + next to the appropriate facility beginning with the initials NL.
- Click the + next to **Inpatient** or **Outpatient**.

- Click the box(es) next to the desired **nursing unit(s) and or the outpatient clinic names.**

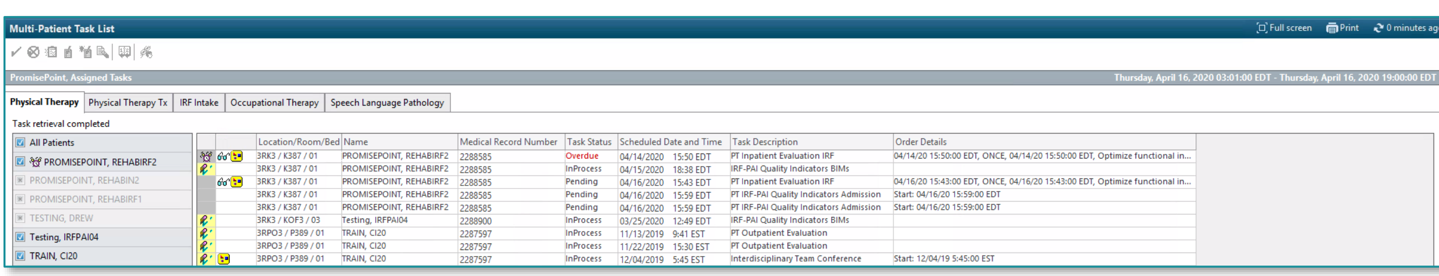
NOTE: **The Emergency Departments are located in the Outpatient location filter. Some outpatient Rehab clinics are their own facility and are not found under the hospital name.**

STEP 8: Click **Save,** then **click OK.**

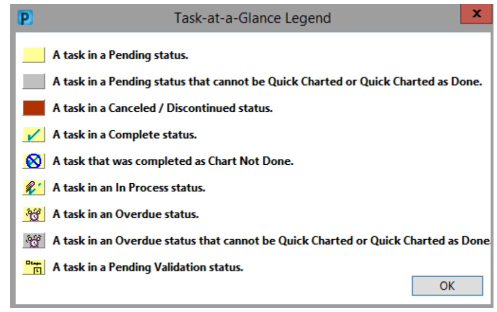
Viewing the MultiPatient Task List

- MultiPatient Task List Tabs
  - The **Physical Therapists** view is seen below. The first tab is always for the discipline who is opening the MPTL.
  - An **Occupational Therapist** would have the Occupational Therapist tab first, Occupational Therapy Tx second, and would not see IRF Intake.
  - A **Speech Therapist** would have Speech Language Pathology first and would not see the Tx or the IRF Intake tabs.
  - The **first tab** for all therapists is where the tasks for E**valuation, IRF-PAI Quality Indicators**, and **Team Conference** will display.
  - **Outpatient Physical,** and **Occupational Therapists** will see their **Daily** and **Progress Note** tasks on the **Tx tab**. A Speech Therapist will see these in the **Speech Therapy** tab.
    - If an **Inpatient** or **Outpatient PT** or **OT** has **not completed all required fields** on their Daily Note or Progress Note, the task will display on the Tx tab for them with the status of **In Progress.**
    - **Speech therapist** will see notes with the **In-Progress** status in the Speech Therapist tab.
- Patients in the selected patient list will display on the left. Those patients with Therapy Orders will be bolded.

NOTE: **Each tab must be set up individually with the desired patient list in order to view tasks. The tabs for other disciplines will display tasks for them but cannot be acted on by other therapy disciplines.**



- **MultiPatient Task List Columns**



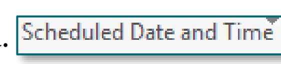
  - The **first column** may display a variety of symbols. The Task-at-a-Glance Legend can be accessed in Options above the toolbar.

NOTE: **Unless the first column is gray, when clicked, it completes the task and you will not be able to launch directly to the documentation from the MPTL.**

  - The second column displays a yellow box with colored shapes when orders are entered via a Powerplan.
    - Orders that need to be Marked as Reviewed by nursing display eyeglasses.
  - **Location/Room/Bed** displays the nursing unit name, room number and bed assignment.
  - **Name** column displays the patients last name, followed by the first name.
  - **Order Details** displays the order date, routine unless ordered stat, and the reason for the consult.
  - **Task Status** will display **Pending** and will change to **Complete** when the task is charted as done. Completed tasks will drop off when the MPTL is refreshed.
    - If a form was started and a required field was not documented, the form task will remain on the MPTL with a status of **In Process.**
    - Tasks turn to the status of **Over Due** if documentation hasn't occurred within one hour.
    - A status of **Pending Validation** indicates that a student's documentation is ready for review.
  - **Scheduled Date and Time** indicates when the order was placed.
  - **Task Description** is the name of the form to be documented.
  - **Order Details** displays the details of the order. Hover to see the entire order detail if it is not all in view.

Sorting the Multi-Patient Task List

- Clicking the header of a column will change the way the MPTL is sorted.
  - Only one filter can be in place at a time.
  - A black carat displays in the column header in which sorting has been performed.



Documenting a Task from the Multi-Patient Task List

After double-clicking in the patient row in the MPTL, the applicable form opens.

NOTE: **The task status in the MPTL will display as Complete when all required fields are documented. When the MPTL is refreshed, the completed task drops off the MPTL.**