

Tasks and Task Lists

There are three ways that a task will appear on the Task List:

1. When a patient has been assigned a bed through the Admitting Department in the hospital
 2. When orders are placed in the system electronically and action is required
 3. When a Power form is saved (not finalized)
- .A heart icon will display on the PAL under the Task section when there is a task due.

Single-Patient Task List

The Single-Patient Task List can be viewed by opening a patient's chart to the Task List tab.

The screenshot shows the 'Task List' window with a table of tasks. Annotations include:

- A red box around the 'Task Status' column header with the label 'Task Status column'.
- A red box around the 'Scheduled Dt/Tm' column header with the label 'Time task is due'.
- A red box around the 'Task Description' column header with the label 'Name of required task'.
- A red box around the 'Order Details' column header with the label 'Clinical Range MUST be set to "NO TIME FRAME DEFINED"'.
- A red box around the 'Task Status' column header with the label '(no time frame defined)'.

Task Status	Scheduled Dt/Tm	Task Description	Order Details
InProcess	2016-Dec-22 09:33	Adult Admission Assessment	
InProcess	2017-Jan-06 07:52	Adult Activities of Daily Living	
InProcess	2017-Jan-06 09:27	Adult Activities of Daily Living	
InProcess	2017-Jan-05 18:12	Apply Urinary Leg Bag	Start: 2017-Jan-05 18:12
Overdue	2017-Jan-06 09:00	TLR Mobility Record	2017-Jan-05 18:12, Stop Date 2017-Jan-05 18:12
Pending	2017-Jan-06 18:00	Post Procedure Assessment	Start: 2017-Jan-06 18:00, Notify Physician if temperature greater than 38.5 C.
Pending	2017-Jan-06 18:12	Conley Fall Risk Assessment	2017-Jan-06 18:12, Stop Date 2017-Jan-06 18:12
Pending	2017-Jan-06 22:00	Post Procedure Assessment	Start: 2017-Jan-06 22:00, Notify Physician if temperature greater than 38.5 C.
Pending	Continuous	Discharge Planning Assessment	2017-Jan-05 09:24

Chart of Icon symbols

The legend window displays the following icons and their meanings:

- A task in a Pending status.
- A task in a Pending status that cannot be Quick Charted or Quick Charted as Done.
- A task in a Canceled / Discontinued status.
- A task in a Complete status.
- A task that was completed as Chart Not Done.
- A task in an In Process status.
- A task in an Overdue status.
- A task in an Overdue status that cannot be Quick Charted or Quick Charted as Done.
- A task in a Pending Validation status.

OK

Time Frame Filter

DO NOT adjust your clinical timeframe. It must be set at “No Timeframe Defined”.

If it is set at a defined timeframe you must call 3600 to have your Task List timeframe reset.

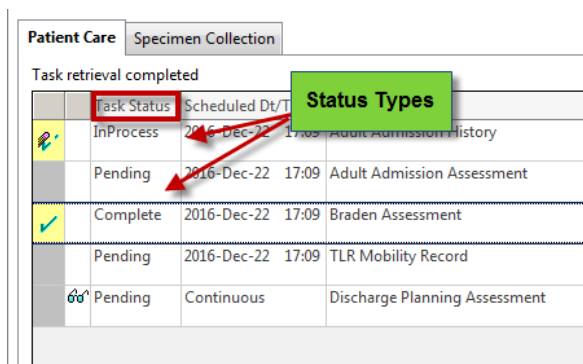
There are two options available to you when charting on tasks.

- Tasks that require additional details to be documented on a form, such as the admission assessment
- Tasks that require only a confirmation of completion, such as Up to Chair.

Task Statuses

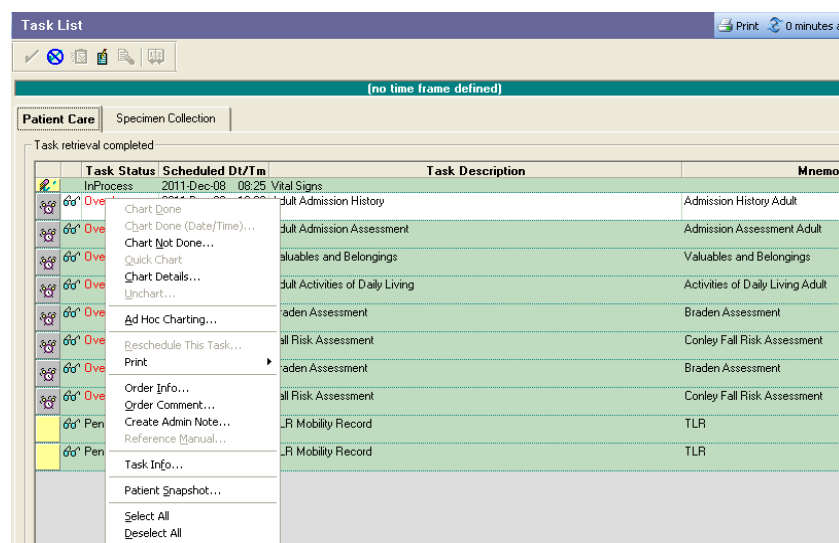
There are four statuses that tasks can be shown as

- Pending
- In Progress
- Completed
- Overdue



	Task Status	Scheduled Dt/T	
InProcess	2016-Dec-22	17:09	Adult Admission History
Pending	2016-Dec-22	17:09	Adult Admission Assessment
Complete	2016-Dec-22	17:09	Braden Assessment
Pending	2016-Dec-22	17:09	TLR Mobility Record
Pending	Continuous		Discharge Planning Assessment

Right clicking on the task displays the options.



Task Status	Scheduled Dt/Tm	Task Description	Mnemonic
InProcess	2011-Dec-08 08:25	Vital Signs	
Ove		Adult Admission History	Admission History Adult
Ove		Adult Admission Assessment	Admission Assessment Adult
Ove		Valuables and Belongings	Valuables and Belongings
Ove		Adult Activities of Daily Living	Activities of Daily Living Adult
Ove		Braden Assessment	Braden Assessment
Ove		Fall Risk Assessment	Conley Fall Risk Assessment
Ove		Braden Assessment	Braden Assessment
Ove		Fall Risk Assessment	Conley Fall Risk Assessment
Pen		TLR Mobility Record	TLR
Pen		TLR Mobility Record	TLR

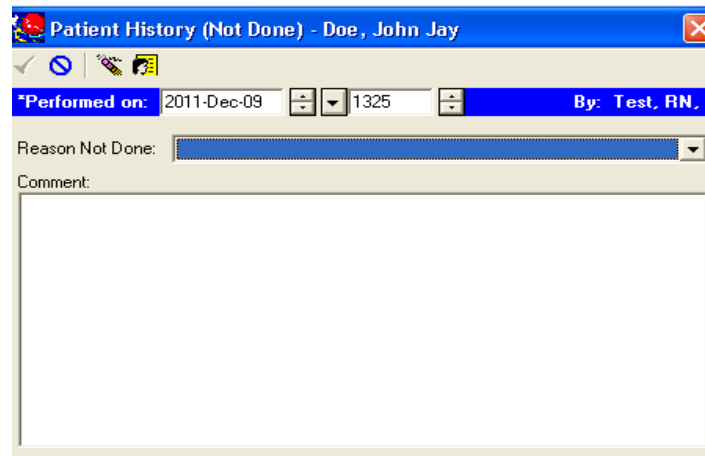
Charting Tasks

To chart a task from the Single Patient task lists, complete the following:

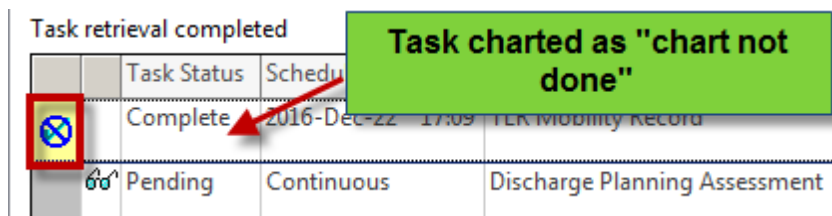
- 1 Select a task. More than one task may be selected at a time if the same type of charting is going to be done.
Note: To deselect a task, click it again
- 2 Right click on the task and select a charting function (shown in screenshot above)

Chart Not Done

Use this selection to record that a task was not done. The user will be requested to include the reason the task was not completed (Not Done).



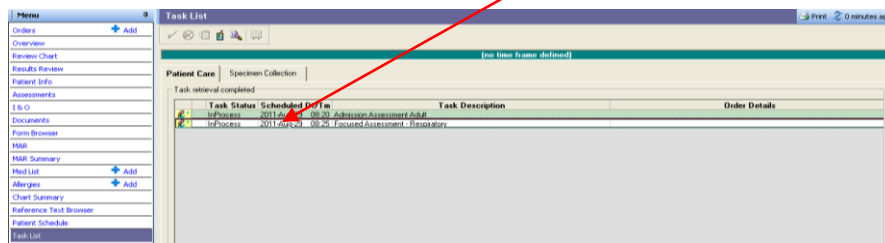
After the charting is signed, notice that the status on the Task List is Complete; however, the symbol to the left of the task indicates that the task was Not Done



Task Status	Scheduled	Task Name
Complete	2016-Dec-22 17:09	TLR Mobility Record
Pending	Continuous	Discharge Planning Assessment

Completed tasks

When a task is complete it displays as below.



When the Refresh button is selected, the task falls of the list.

Viewing Additional Information

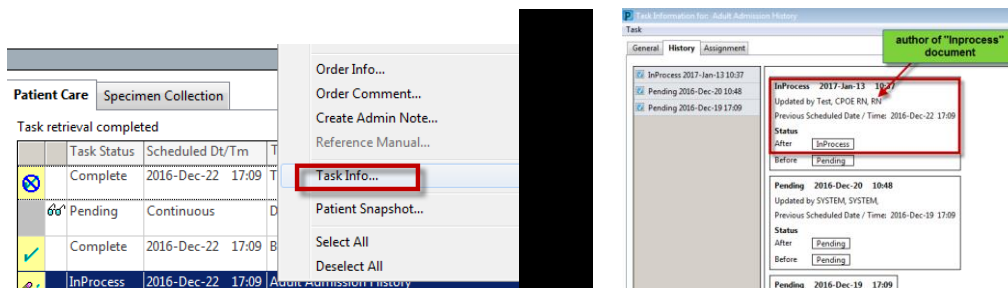
To view additional information about a task

- Right click on the task
- Select one of the options listed below.
- If options are dithered, functionality is not be available.

Order Information: Displays who entered the order, who ordered it and when. Select the appropriate tab to view order details..

Order Comment: If there is a comment attached to the order, it is displayed here.

Task Information: Displays information on who has previously actioned the task



Patient Snapshot: Displays site-defined information such as the patient's diagnosis and allergies.

