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.

Chart of Icon symbols

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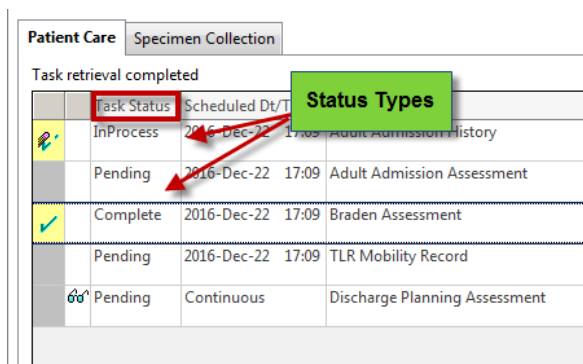
There are two options available to you when charting on tasks.

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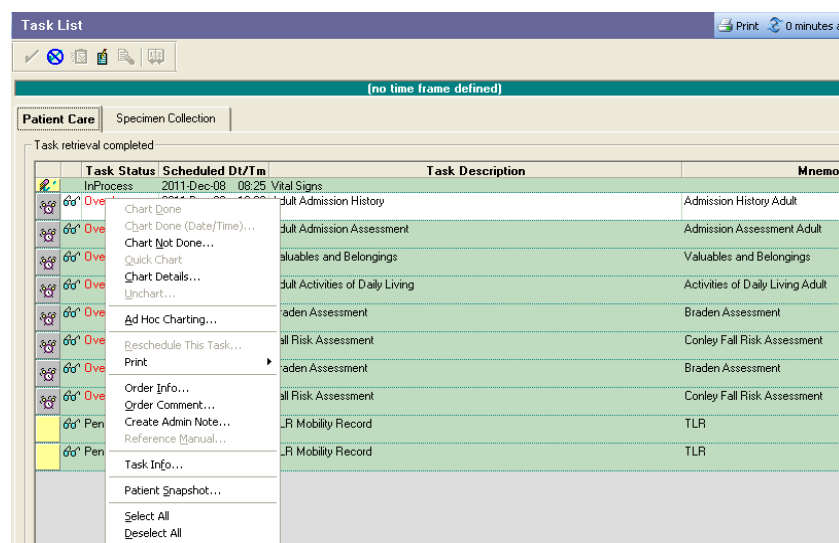- Tasks that require only a confirmation of completion, such as Up to Chair.

Task Statuses

There are four statuses that tasks can be shown as

- Pending
- In Progress
- Completed
- Overdue
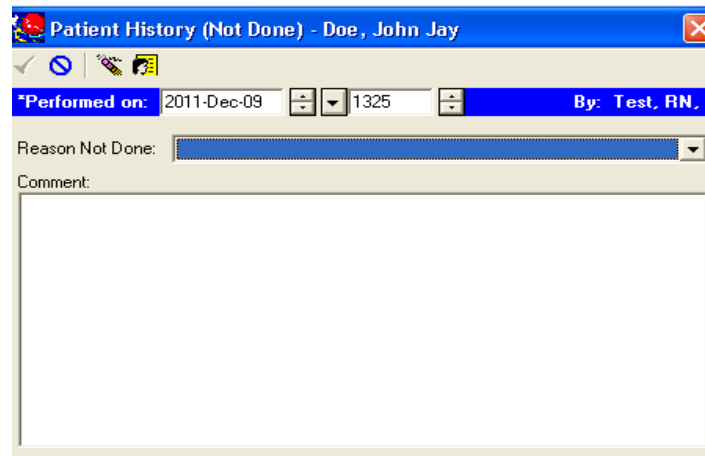

Right clicking on the task displays the options.

Charting Tasks

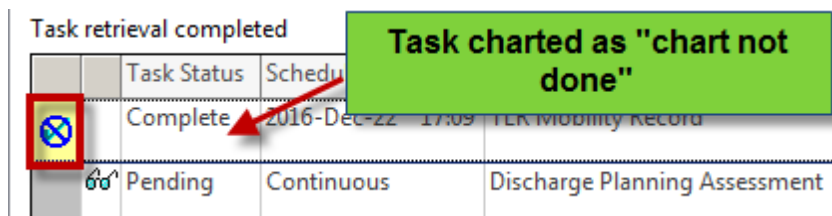To chart a task from the Single Patient task lists, complete the following:

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).
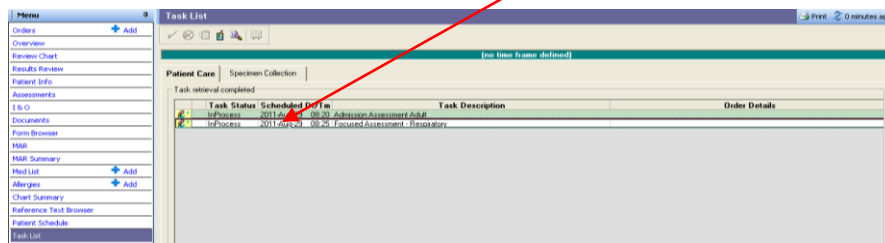

After the charting is signed, notice that the status on the Task List is Complete; however, the symbol to the left of the task indicates that the task was Not Done

Completed tasks

When a task is complete it displays as below.

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

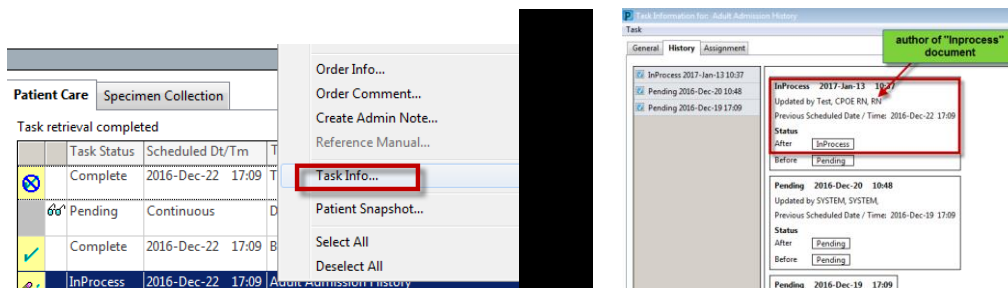## Viewing Additional Information

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.