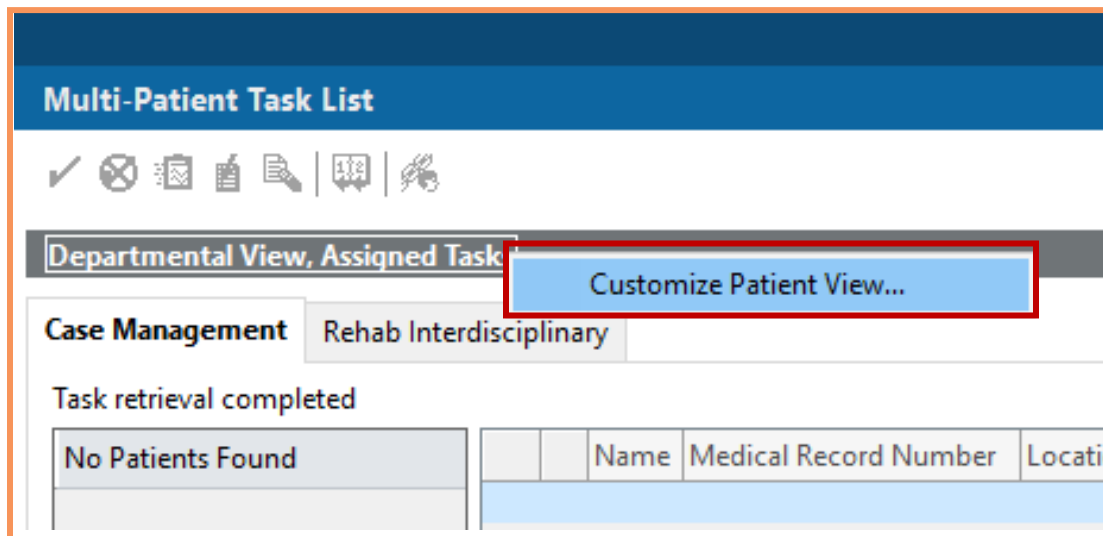## CASE MANAGEMENT

This tip sheet is intended to help the end user select the appropriate Departmental View when generating patient lists.
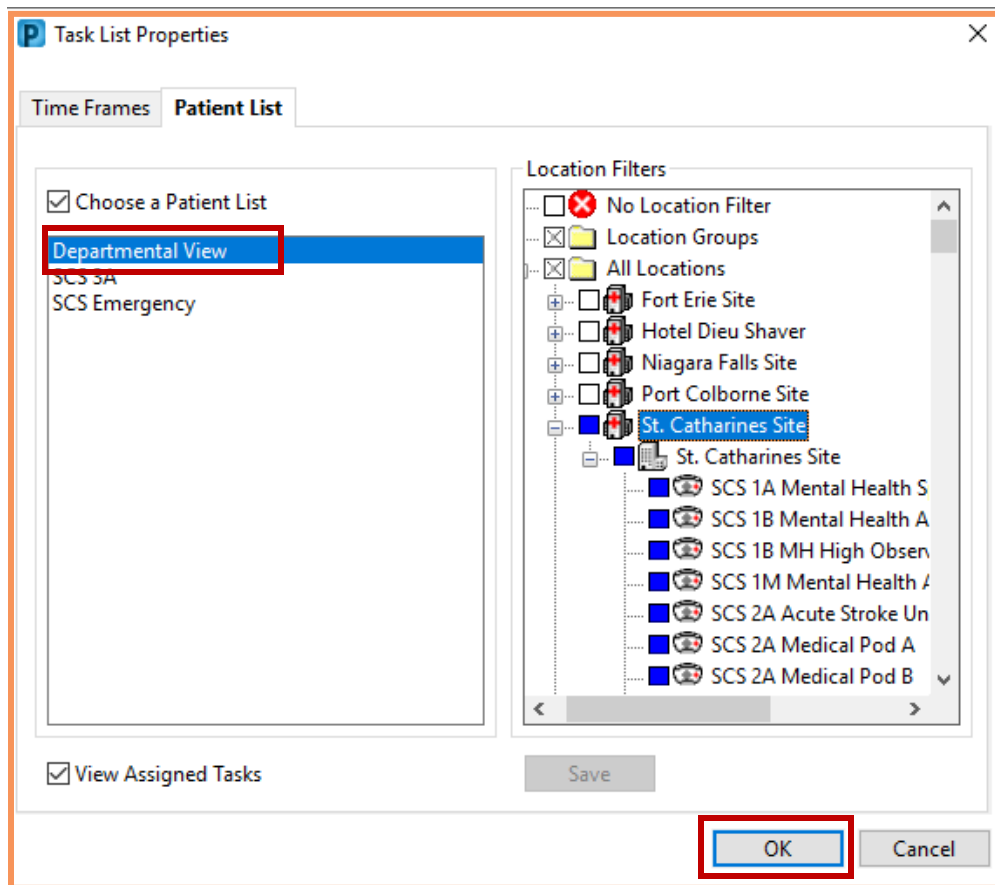
Departmental View - MPTL

1. Navigate to the MPTL.

Right click on the gray bar entitled *Departmental View, Assigned Tasks* and select *Customize Patient View*.
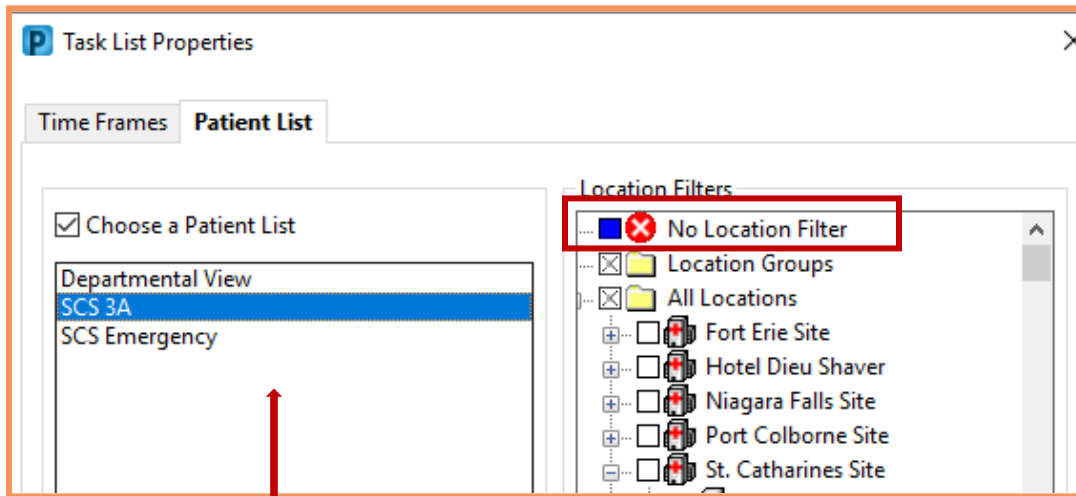
The *Task List Properties* window will open.

- Select **Departmental View** on the left side.
- Choose the appropriate **Location Filter** on the right side.
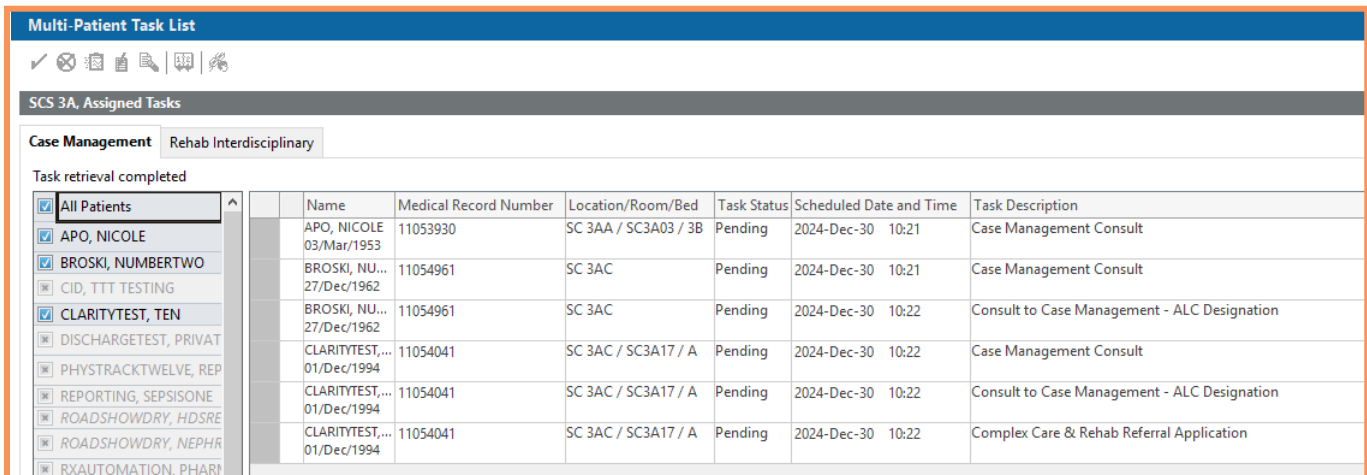- Click **OK** when done.

*Note: When an end user creates a patient list, the available patient lists views will appear on the left side of the Task List Properties window. The end user can select from any of the saved patient lists, but must ensure that the **No Location Filter** option is also selected.

Patient List views

2. After selecting the most suitable locations or Patient List and clicking OK, the MPTL will display all tasks assigned to the patients for Case Management at the selected location.