



# RESCHEDULING A TASK

## HOSPITAL INFORMATION SYSTEM (HIS)

### CASE MANAGEMENT

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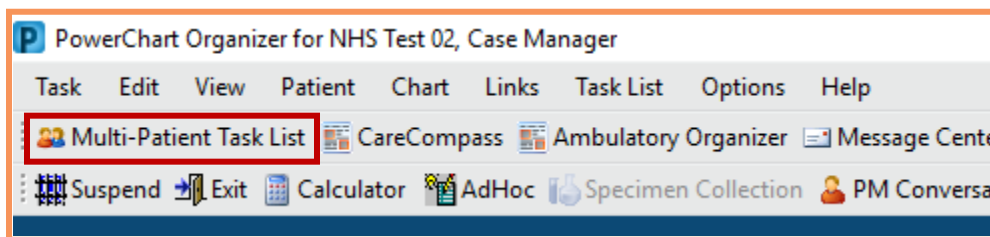
This Tip Sheet is designed to provide direction on how to reschedule a task using the *Reschedule This Task* feature on the Multi-Patient Task List.

#### Rescheduling a Task

If a patient does not provide consent or is considered unsuitable by the Case Manager on the day of the assessment, the Case Manager should make every effort to reschedule the assessment within 72 hours (or 3 days) of the original Consult Order's date and time. This approach will help maintain the timeline for completing the assessment up to 10 days. By doing so, it ensures that the assessment documentation can be promptly attached to the consult order.

**\*Note:** Once the task is rescheduled, the task timer will reset. If the task is not rescheduled or not completed within the 7 days (or 168 hours) of the original consult order, the task will disappear from the Multi-Patient Task List (MPTL). It cannot be retrieved at this point.

1. Navigate to the MPTL.



2. Locate the task to reschedule and right-click the task.

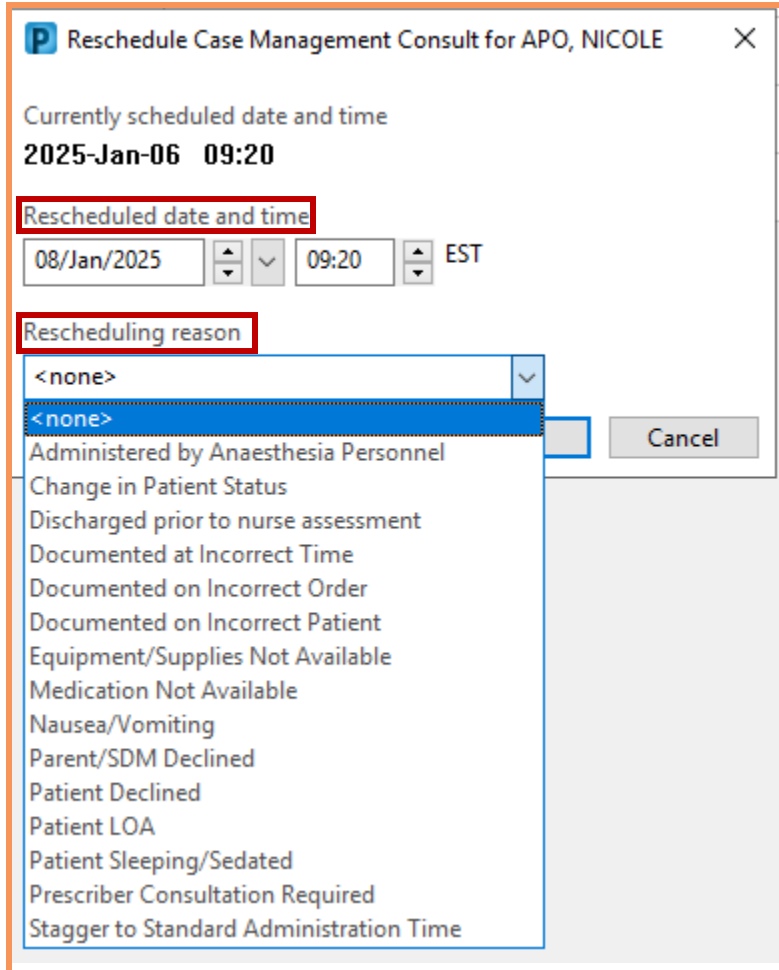
	Name	Medical Record Number	Location/Room/Bed	Task Status	Scheduled Date and Time	Task Description	Order Details
	APO, NICOLE 03/Mar/1953	11053930	SC 3AA / SC3A03 / 3B	Pending	2025-Jan-06 09:20	Case Management Consult	06/01/2025 09:20:00
	APO, NICOLE 03/Mar/1953	11053930	SC 3AA / SC3A03 / 3B	Pending	2025-Jan-06 09:20	Consult to Case Management -	06/01/2025 09:20:00
	APO, NICOLE 03/Mar/1953	11053930	SC 3AA / SC3A03 / 3B	Pending	2025-Jan-06 09:20	Complex Care & Rehab Referral	06/01/2025 09:20:00
	BROSKI, NUMBERTWO 27/Dec/1962	11054961	SC 3AC	Overdue	2024-Dec-30 10:21	Case Management Consult	30/12/2024 10:21:00
	BROSKI, NUMBERTWO 27/Dec/1962	11054961	SC 3AC	Overdue	2024-Dec-30 10:22	Consult to Case Management -	30/12/2024 10:22:00
	CLARITYTEST, TEN 01/Dec/1994	11054041	SC 3AC / SC3A17 / A	Overdue	2024-Dec-30 10:22	Consult to Case Management -	30/12/2024 10:22:00

3. Choose **Reschedule This Task...**

Chart Done
Chart Done (Date/Time)...
Chart Not Done...
Quick Chart
Chart Details...
Unchart...
Ad Hoc Charting...
<b>Reschedule This Task...</b>
Print >
Order Info...
Order Comment...
Create Admin Note...
Reference Manual...
Task Info...
Patient Snapshot...
Select All
Deselect All
Open Patient Chart >
Sort By >

**\*Note:** The **Reschedule This Task...** feature can only be used within 3 days (or 72 hours) from the original consult order. After the 3 days (or 72 hours), the ability to reschedule a task will no longer be available.

4. Choose a *Rescheduled date and time* and *Rescheduling Reason*.



**P** Reschedule Case Management Consult for APO, NICOLE

Currently scheduled date and time  
**2025-Jan-06 09:20**

**Rescheduled date and time**

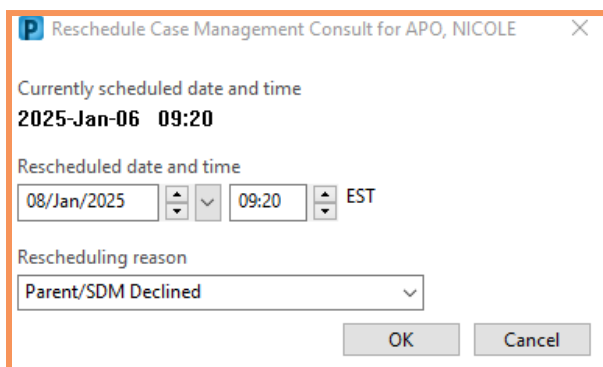
08/Jan/2025 09:20 EST

**Rescheduling reason**

- <none>
- <none>
- Administered by Anaesthesia Personnel
- Change in Patient Status
- Discharged prior to nurse assessment
- Documented at Incorrect Time
- Documented on Incorrect Order
- Documented on Incorrect Patient
- Equipment/Supplies Not Available
- Medication Not Available
- Nausea/Vomiting
- Parent/SDM Declined
- Patient Declined
- Patient LOA
- Patient Sleeping/Sedated
- Prescriber Consultation Required
- Stagger to Standard Administration Time

Cancel

5. Click **OK** when done.



**P** Reschedule Case Management Consult for APO, NICOLE

Currently scheduled date and time  
**2025-Jan-06 09:20**

Rescheduled date and time

08/Jan/2025 09:20 EST

Rescheduling reason

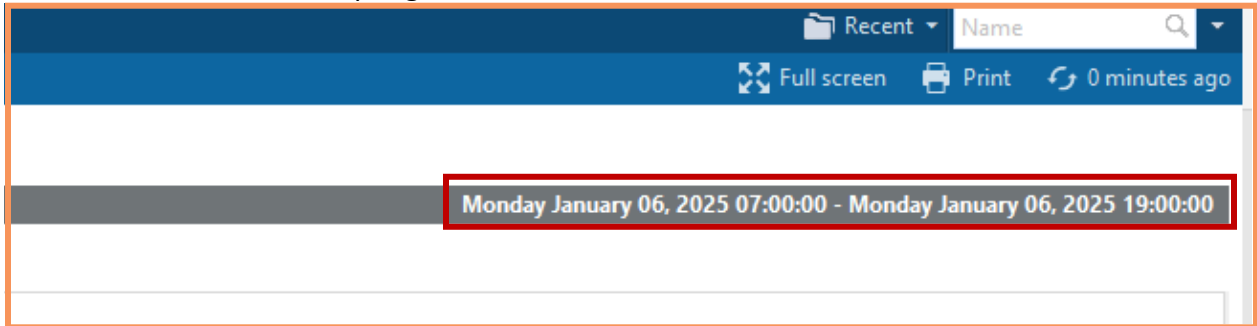
Parent/SDM Declined

OK Cancel

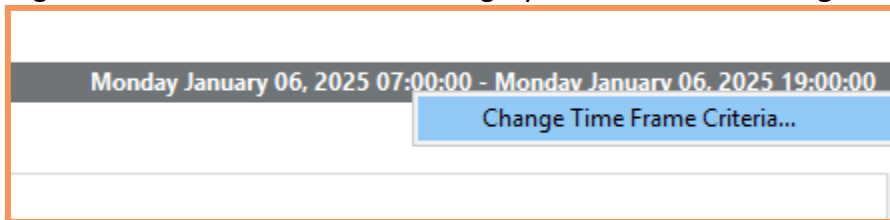
**\*Note:** When a task is rescheduled, it may no longer appear in the MPTL if the new date and time of the rescheduled task does not match the displayed date and time frame in the MPTL.

### How to Change the Time Frame Criteria in MPTL

1. In the Multi-Patient Task List (MPTL), navigate to the grey bar displaying date and time. This is located at the top, right of the MPTL.



2. Right-click the date and time on the grey bar and choose **Change Time Frame Criteria...**



3. Select the desired time frame and/or date(s). Click **OK** when done.

