TASK MANAGEMENT – CHARTING NOT DONE
HOSPITAL INFORMATION SYSTEM (HIS)

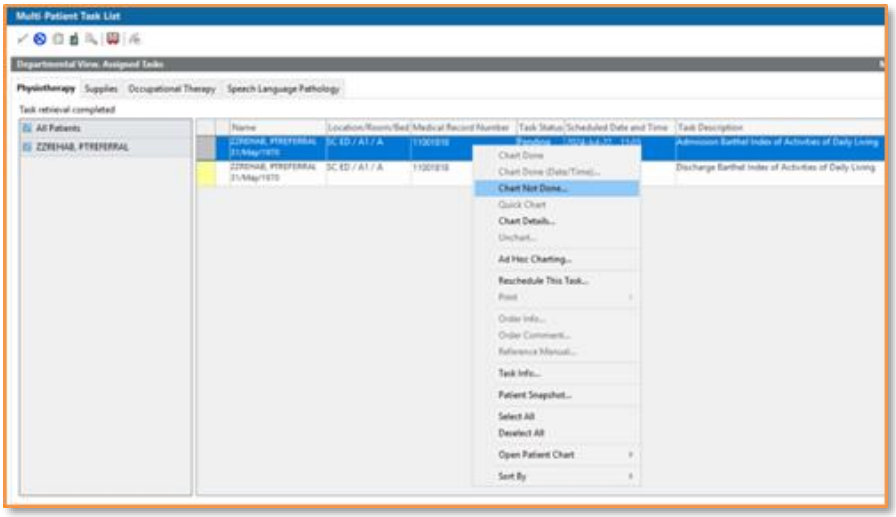
ALLIED HEALTH – CASE MANAGEMENT

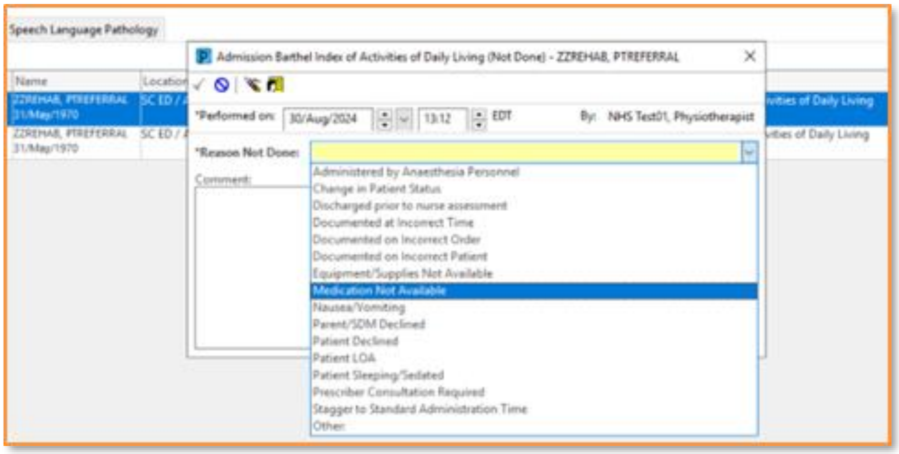
This Tip Sheet is intended to help end users understand when to use the Chart Not Done feature within the Multi-Patient Task List (MPTL).

Charting Not Done

Navigate to the Multi Patient Task List (MPTL)

- Right-click the assigned task from the task list
- Locate the **Chart Not Done** option; select that option.
- In the **Chart Not Done** window that opens, select an option from the drop-down menu and add any additional notes to the *Comment* area as needed. Click on the green check mark when done, to sign and submit.





***Note:** Using the **Chart Not Done** feature on a task will complete the Consult Order.

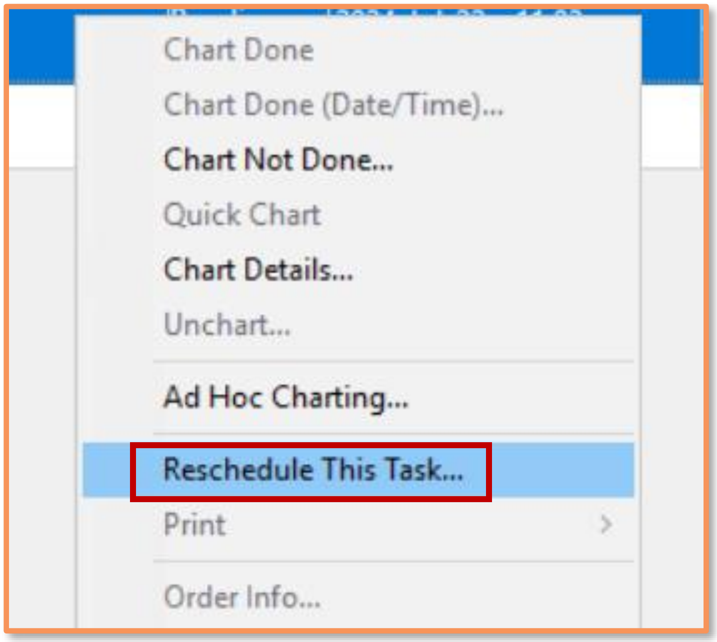
Rescheduling a Task

A task will remain on the task list for 7 days (or 168 hours) from the date and time of the initial order. Case Managers can reschedule a task, using the **Reschedule This Task** feature, within 3 days (or 72 hours) of the initial order. After this period, the option to reschedule that specific task will be disabled.

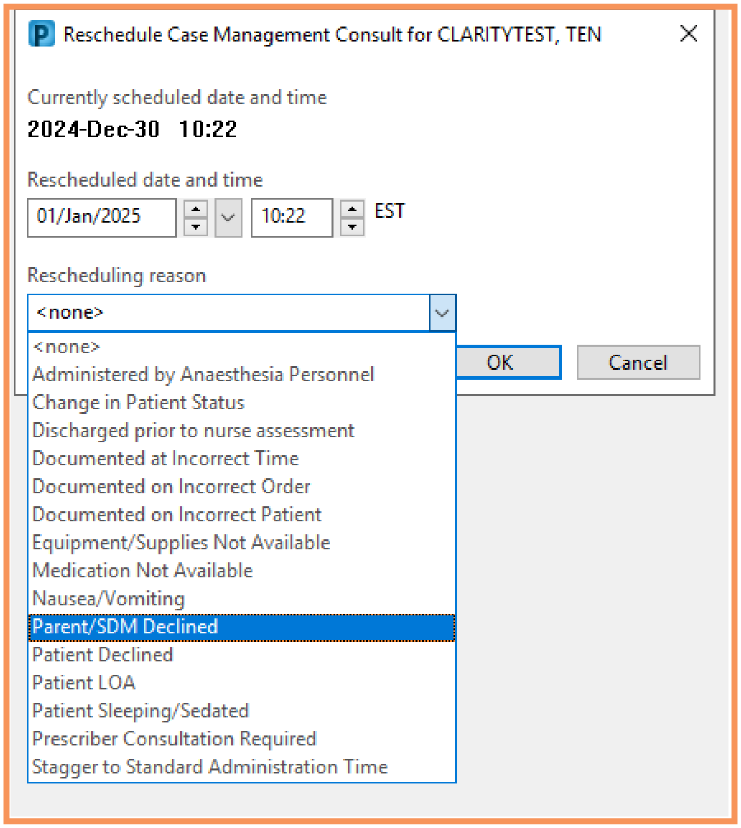
The maximum duration a task can remain on the task list, including any rescheduling, is 10 days, after which the task will be removed. If a task is not rescheduled, it will disappear from the MPTL after 7 days. Once a task has disappeared, it cannot be retrieved, though the initial order will remain in an *Ordered* status and will not be marked as *Completed*.

It is important to retrieve PowerForms from the task list, so that the PowerForm is linked to the initial order. It is highly recommended that the task be rescheduled within 3 days of the initial order, if the end user suspects the task will not be completed within 7 days.

How to Reschedule a Task



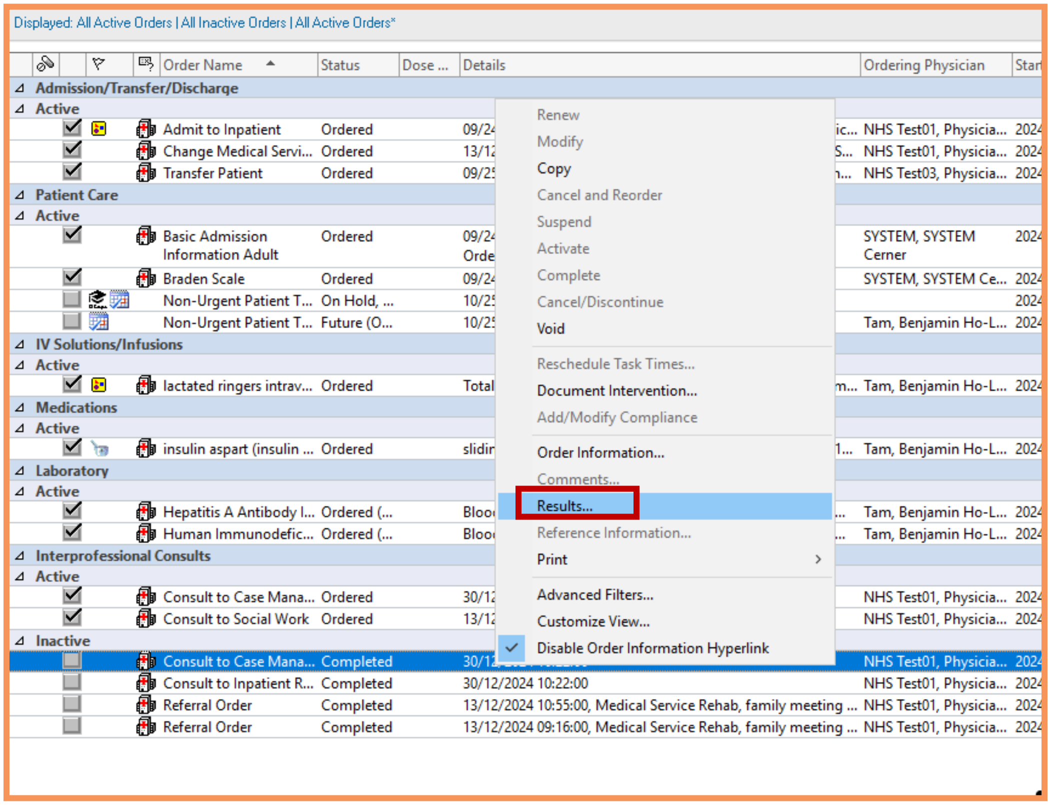
- Locate the task on the MPTL that needs to be rescheduled.
- Right-click the task and locate the **Reschedule This Task** option from the drop-down menu.
- Choose **Reschedule This Task**.



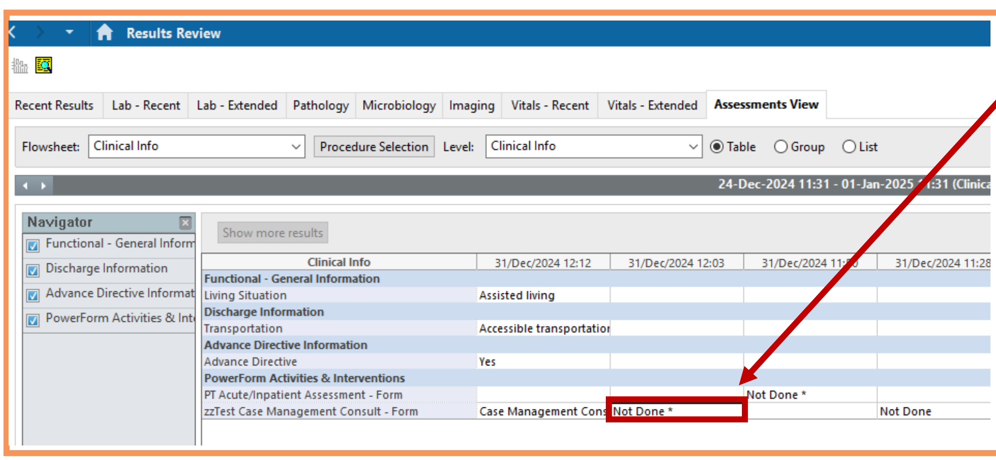
- The Reschedule window will open.
- Make sure to choose a *Rescheduled date and time*, and then a *Rescheduling reason* from the drop-down menu.
- Once both items are completed, click **OK** to finish rescheduling the task.

<u>Reviewing *Chart Not Done* in the Patient's Chart</u>

If **Chart Not Done** was utilized on an assigned task from the MPTL, its details can be reviewed by right- clicking the Order and selecting "**Results…**".



If accessing this information through **Results Review** on the patient's chart, choose the **Assessments View** tab and choose **Clinical Info** for the ***Flowsheet*** from the drop-down menu.



Right-click on the **Not Done in the column to find more details about this data entry, including who completed it, when, and the comments entered.

Additional Instructions

How to Display Completed Orders in the Patient's Chart

***Note:** Once the **Chart Not Done** feature is utilized, the Consult Order status will flip to *Completed*. The default display settings for Orders are set to *All Active Orders*. Therefore, the Order that the end user needs to view, will not display. To see *Completed* Orders:

- Navigate to the patient's chart.
- Select **Orders** from the blue Table of Contents.
- Select the blue hyperlink font above the Orders titled "**Displayed…"**
- Choose from either a pre-determined Display list from the drop-down menu, or create a custom view by selecting the appropriate options.
    - **Note**: Utilize **All Orders (All Statuses)** from the drop-down menu for quick access.
- Select **Apply** in the **Advanced Filters** window to close and apply the view settings.
- Locate the **Completed Order** that is associated to the task that was charted "*Not Done*".
- Right-click the Order and choose **Results**.
- Once the Order Information window is opened, the **Not Done** entry can be right-clicked. Choose "*View Details*" to review any notes entered by the end user.

Navigating to Results Review

- Navigate to the patient's chart.
- Select **Results Review** from the blue Table of Contents.
- Select the **Assessments View** tab from the list of tabs near the top of the **Results Review** MPage.
- Select **Clinical Info** as the ***Flowsheet*** from the drop-down list.
- In the **Navigator** pane, de-select all the listed items, except for **PowerForm Activities & Interventions** to view only items charted **Not Done**.
- Any of the individual cell's associated with a **Not Done** can be right-clicked; choose "*View Details*".