



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

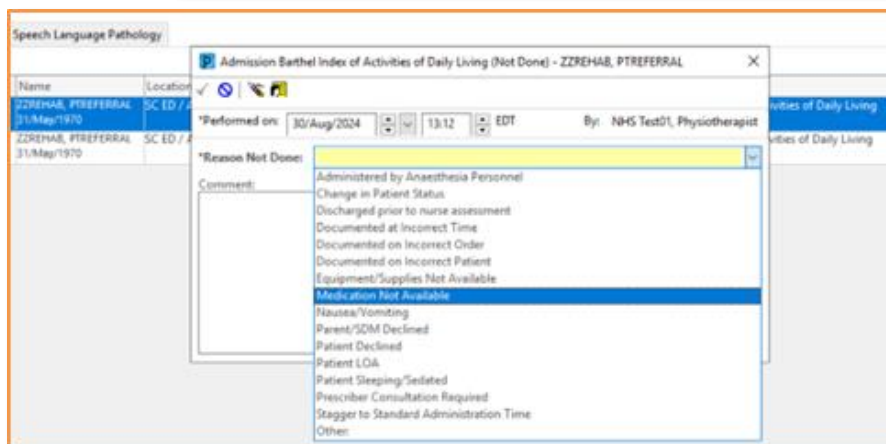
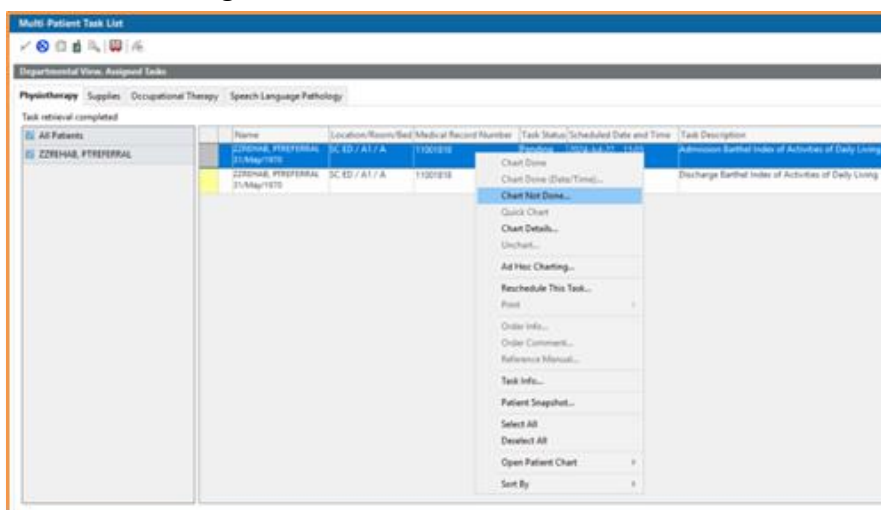
ALLIED HEALTH – CASE MANAGEMENT

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.

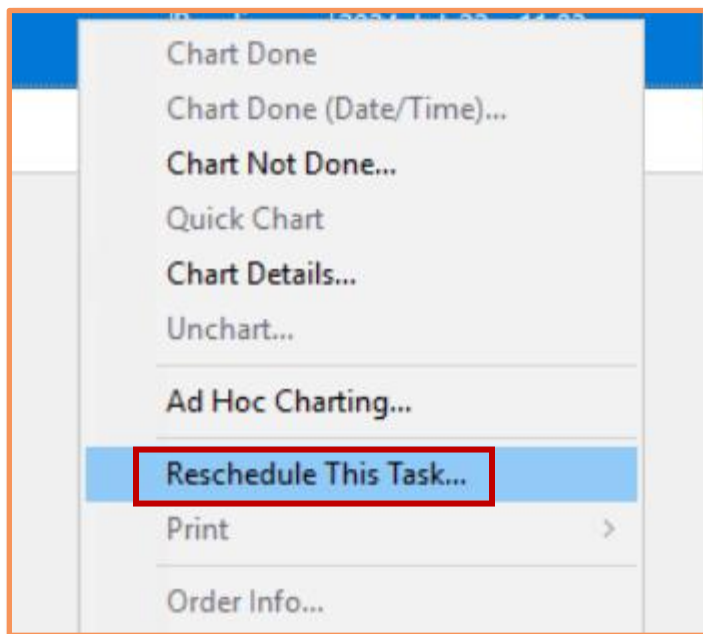
Rescheduling a Task

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**.



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P Reschedule Case Management Consult for CLARITYTEST, TEN

Currently scheduled date and time
2024-Dec-30 10:22

Rescheduled date and time
01/Jan/2025 10:22 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

OK Cancel

- 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.



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Reviewing *Chart Not Done* in the Patient's Chart

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...**”.

Displayed: All Active Orders | All Inactive Orders | All Active Orders*

Order Name	Status	Dose ...	Details	Ordering Physician	Star
Admission/Transfer/Discharge					
Active					
Admit to Inpatient	Ordered	09/24		ic... NHS Test01, Physicia...	2024
Change Medical Servi...	Ordered	13/12		S... NHS Test01, Physicia...	2024
Transfer Patient	Ordered	09/25		... NHS Test03, Physicia...	2024
Patient Care					
Active					
Basic Admission Information Adult	Ordered	09/24	Orde	SYSTEM, SYSTEM	2024
Braden Scale	Ordered	09/24		SYSTEM, SYSTEM Ce...	2024
Non-Urgent Patient T...	On Hold, ...	10/25			2024
Non-Urgent Patient T...	Future (O...	10/25		Tam, Benjamin Ho-L...	2024
IV Solutions/Infusions					
Active					
Iactated ringers intrav...	Ordered	Total		m... Tam, Benjamin Ho-L...	2024
Medications					
Active					
insulin aspart (insulin ...	Ordered	slidin		1... Tam, Benjamin Ho-L...	2024
Laboratory					
Active					
Hepatitis A Antibody I...	Ordered (...	Blood		... Tam, Benjamin Ho-L...	2024
Human Immunodefic...	Ordered (...	Blood		... Tam, Benjamin Ho-L...	2024
Interprofessional Consults					
Active					
Consult to Case Mana...	Ordered	30/12		NHS Test01, Physicia...	2024
Consult to Social Work	Ordered	13/12		NHS Test01, Physicia...	2024
Inactive					
Consult to Case Mana...	Completed	30/12		NHS Test01, Physicia...	2024
Consult to Inpatient R...	Completed	30/12/2024 10:22:00		NHS Test01, Physicia...	2024
Referral Order	Completed	13/12/2024 10:55:00, Medical Service Rehab, family meeting ...		NHS Test01, Physicia...	2024
Referral Order	Completed	13/12/2024 09:16:00, Medical Service Rehab, family meeting ...		NHS Test01, Physicia...	2024

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.

Results Review

Recent Results | Lab - Recent | Lab - Extended | Pathology | Microbiology | Imaging | Vitals - Recent | Vitals - Extended | **Assessments View**

Flowsheet: Clinical Info | Procedure Selection | Level: Clinical Info | Table | Group | List

24-Dec-2024 11:31 - 01-Jan-2025 11:31 (Clinical)

Clinical Info	31/Dec/2024 12:12	31/Dec/2024 12:03	31/Dec/2024 11:31	31/Dec/2024 11:28
Functional - General Information				
Living Situation	Assisted living			
Discharge Information				
Transportation	Accessible transportation			
Advance Directive Information				
Advance Directive	Yes			
PowerForm Activities & Interventions				
PT Acute/Inpatient Assessment - Form			Not Done *	
zzTest Case Management Consult - Form	Case Management Consult	Not Done *		Not Done

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.



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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*".