

TIP SHEET HOSPITAL INFORMATION SYSTEM (HIS)

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Through the Multi-Patient Task List (MPTL), the Dietician will assign tasks to CNAs through the memo feature.

1. In the Multi-Patient Task List, right click the task in question. More information on the patient can be obtained by selecting **open patient chart** and reviewing clinical information. To assign, select the **create admin note** option.

Multi-Patient Task List								💱 Full screen 🛛 🖶 Print 🥠 33 minutes a
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Departmental View, Assigne	ed Tasks							Thursday October 21, 2021 15:40:00 - Tuesday October 22, 2024 15:41:00
Scheduled Patient Care All	PRN Tasks							
Task retrieval completed								
All Patients		Name	Location/Room/Bed	Medical Record Number		s Scheduled Date and Time		Order Details
전 월 ZZPHARMACY, TEST 전 남가 ZZTEST, MEDRECN, 같 함 ZZTEST, NB FEMALE	ଂ ଘ 🎦	Chart Done	MF BR / NF3017 / A	11054046	Overdue	2024-Oct-17 11:19	Consult to Dietitian Pediatric	Modular 10/17/24 11:19:00 EDT Parenteral Nutrition, Modular 10/17/24 11:
		Chart Done (Date/Time) Chart Not Done	4AA / SC4A01 / 1B	11000251	Overdue	2024-Oct-21 13:53	Consult to Dietitian Adult	10/21/24 13:53:00 EDT, PN Assessment and Delegation
	ି ଶ୍ରୁ କଟ <mark>ି</mark>	Quick Chart Chart Details / Modify Unchart	4DNB / SCNBL05 / A	11053104	Overdue	2024-Oct-21 12:05	Consult to Dietitian Pediatric	Modular 10/21/24 12:05:00 EDT Parenteral Nutrition, Modular 10/21/24 12:
		Ad Hoc Charting						
		Reschedule This Task Print						
		Order Info Order Comment	·					
		Create Admin Note						

2. Enter a note for the CNA to indicate assignment and any other necessary details.

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Multi-Patient Task List									🔀 Full screen 🛛 🖶 Print 🛛 🕣 34 minutes ago
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Departmental View, Assign	ed Tas	ks							Thursday October 21, 2021 15:40:00 - Tuesday October 22, 2024 15:41:00
Scheduled Patient Care Al	I PRN	Tasks				D Admin Note		7	
Task retrieval completed									
All Patients			Name	Location/Room/Bed	Medical Re	Consult to Dietitian		ask Description	Order Details
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22TEST, MEDRECNI	1669	•	*ZZTEST, MEDRECNINE 01/Dec/2000	SC 4AA / SC4A01 / 1B	11000251	Assigned to CNA	^	onsult to Dietitian Adult	10/21/24 13:53:00 EDT, PN Assessment and Delegation
	.0		*Name Aler						
		60° 🔁	*ZZTEST, NB FEMALE TAYLOR ANN 30/Jul/2024	SC 4DNB / SCNBL05 / A	11053104	1		onsult to Dietitian Pediatric	Modular 10/21/24 12:05:00 EDT Parenteral Nutrition, Modular 10/21/24 12:
	*ଖି		*Name Alen						
						Clear OK	Cancel		
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3. A paperclipped note symbol will now be attached to the task. When clicked, the memo will display, showing assignment. This will show up on the CNA's MPTL to review.

