



# TASKING - NURSING

## HOSPITAL INFORMATION SYSTEM (HIS)

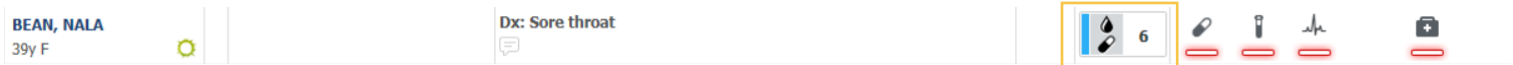
Version 1 - November 2024

### EMERGENCY DEPARTMENT NURSES

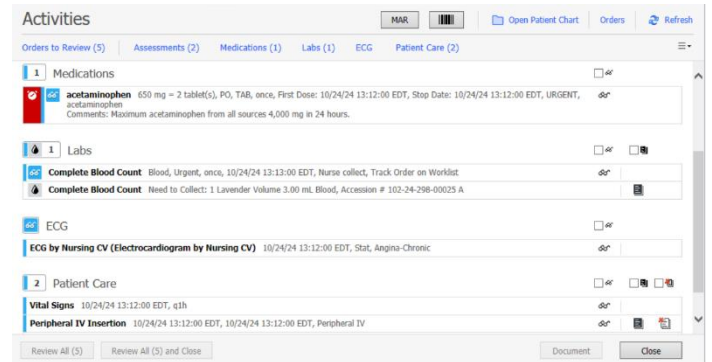
Before completing a task associated to an order, nurses will be required to review the order.

#### Reviewing an Order

1. From LaunchPoint, you will find your patient's name and click on the 'Activities' box within their row. You will know there are new orders to review as there is a blue banner beside the activities.

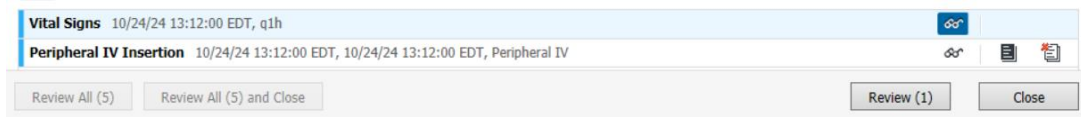


2. From the activities window, you will note Orders that require a nurse review. These orders are indicated by a pair of glasses. They also will have the blue banner beside them indicating that they are new orders.

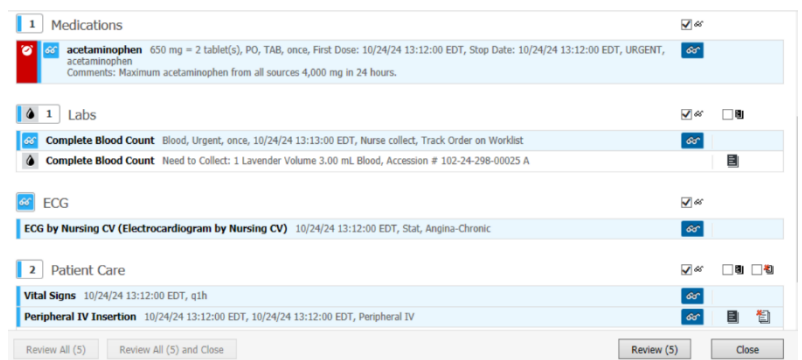


There are 2 ways to review the orders:

- Click on each individual Order to highlight it, then select review.



- Click on the square box beside the glasses to select all order and review all at once.





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Once and Order has been reviewed, if it has a checkmark beside it, it means that you will have to navigate to a different window/section to document and complete the actual task that was ordered.

acetaminophen 650 mg = 2 tablet(s), PO, TAB, once, First Dose: 10/24/24 13:12:00 EDT, Stop Date: 10/24/24 13:12:00 EDT, URGENT, acetaminophen  
Comments: Maximum acetaminophen from all sources 4,000 mg in 24 hours.



For this medication order for example, after you reviewed this order within the activities window, you can navigate to the MAW to document the administration of the medication.

Majority of Orders will have you click on the Order and then select 'Document' at the bottom of the activity view. This will direct you to the proper section within IView to complete your documentation.

Orders may also have a done/not done window that populates. You will get this window once you click on the Order and select 'Document'. For these you will enter the date and time you are documenting completion of the order.

Date/Time: 24/Oct/2024 15:58 EDT  
Performed by: NHS Test06, Emergency Medi

OK Cancel

The picture below shows what it looks like when you highlight a task and then will click on 'Document' in the bottom corner.

1 Assessments

ED Secondary Assessment 31/10/24 15:05:49

Labs

Aldolase	Blood, S, by PERJOS, once, 10/31/24 10:38:00 EDT, Collected, Track Order on Worklist	
Vancomycin Level Random	Blood, S, by PERJOS, once, 10/31/24 10:38:00 EDT, Collected, 31/oct/2024, 08:00, Track Order on Worklist	
INR	Blood, S, by PERJOS, once, 10/31/24 10:38:00 EDT, Collected, No, Track Order on Worklist	
Vancomycin Level Random	Blood, S, by PERJOS, once, 10/29/24 9:51:00 EDT, Collected, Oct 29 2024, 0800, Track Order on Worklist	

1 Patient Care

Review All (4) Review All (4) and Close Document (1) Close

\*The order may require additional documentation through IView in the correct section. You will have to navigate to these sections to document



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