

OPERATION
MONARCH

TIP SHEET

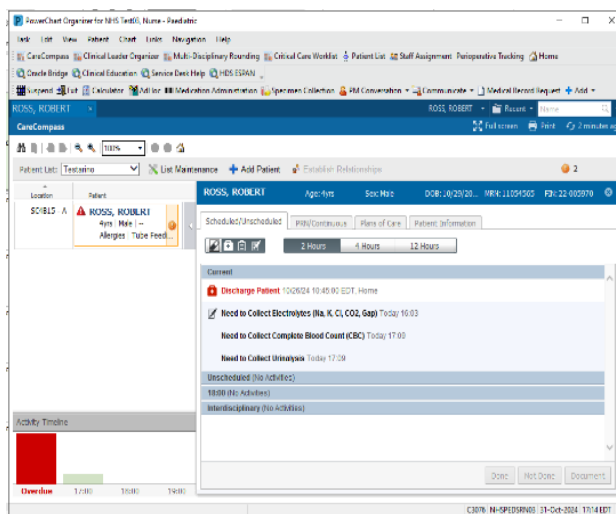
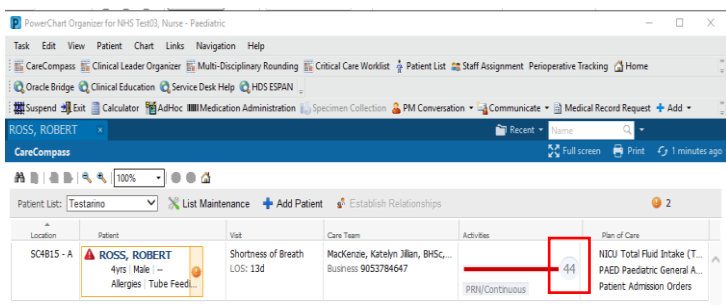
HOSPITAL INFORMATION SYSTEM (HIS)

TASKING

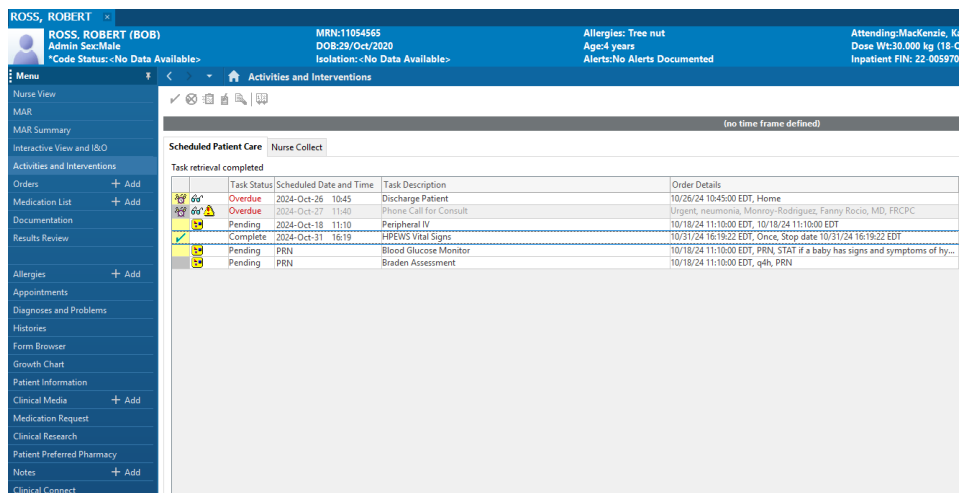
NOTE: Not all orders trigger tasks and completion of a task may not mean completion of an order. Always refer to the patient's orders and use policy and clinical judgement to determine appropriate documentation for order completion.

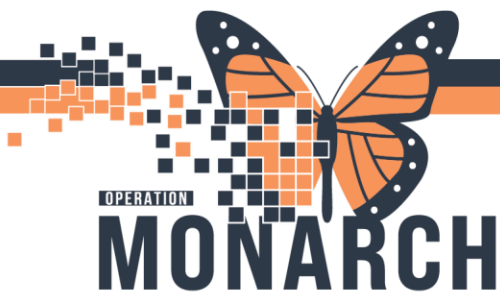
Certain orders and events will trigger **tasks** for the clinician to complete. Each task is connected to an order, and is made to guide the clinician in completing the order.

Brief task information can be seen from Carecompass when you select the number in Activities:



In the patient's chart, details on tasks can be found in Activities and Interventions.





TIP SHEET

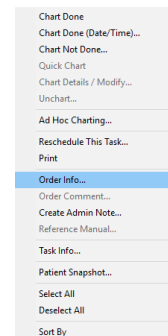
HOSPITAL INFORMATION SYSTEM (HIS)

Right clicking a task provides useful options:

Chart Done: Used when you have completed the task. It will record the time of completion.

Chart Not Done: Used to record that a task is not done and will not be done. This will cause the task to drop off and it will not return.

Order Info: Will display further order information.

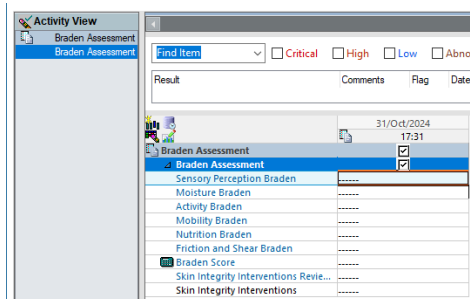


Task Types

Tasks connected to iView: Double clicking these tasks will take you to a task-focused excerpt of iView. Documenting on and saving the iView documentation will complete the task.

Task retrieval completed

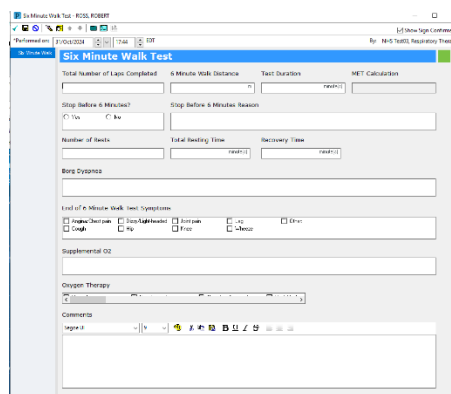
	Task Status	Scheduled Date and Time	Task Description	Order Details
	Overdue	2024-Oct-26 10:45	Discharge Patient	10/26/24 10:45:00 EDT, Home
	Overdue	2024-Oct-27 11:40	Phone Call for Consult	Urgent, pneumonia, Monroy-Ro...
	Pending	2024-Oct-18 11:10	Peripheral IV	10/18/24 11:10:00 EDT, 10/18/2...
	Complete	2024-Oct-31 16:19	HPEWS Vital Signs	10/31/24 16:19:22 EDT, Once, St...
	Pending	PRN	Blood Glucose Monitor	10/18/24 11:10:00 EDT, PRN, ST...
	Pending	PRN	Braden Assessment	10/18/24 11:10:00 EDT, q4h, PRN

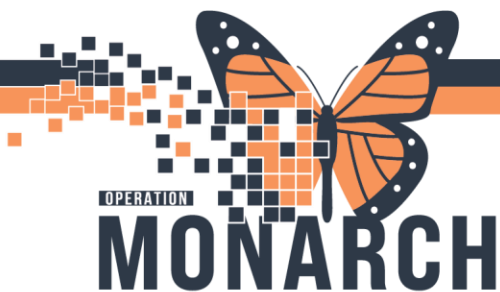


Tasks connected to a Powerform: Double clicking these tasks takes you to the appropriate powerform for the task. Documenting on and saving the form will complete the task.

Task retrieval completed

Task Status	Scheduled Date and Time	Task Description	Order Details
Pending	2024-Oct-31 17:41	Six Minute Walk	10/31/24 17:41:00 EDT





TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

Done/Not Done Tasks: Double clicking these tasks will show an alert saying there is no form associated with it. It is up to the clinician to navigate Powerchart and document the necessary information needed to complete the task. After documenting, right click the task and click Chart Done to complete the task.

Task retrieval completed

Task Status	Scheduled Date and Time	Task Description	Order Details
Overdue	2024-Oct-26 10:45	Discharge Patient	10/26/24 10:45:00 EDT, Home
Overdue	2024-Oct-27 11:40	Phone Call for Consult	Urgent, neumonia, Monroy-Ro...
Pending	2024-Oct-18 11:10	Peripheral IV	10/18/24 11:10:00 EDT, 10/18/2...
Complete	2024-Oct-31 16:19	HPEWS Vital Signs	10/31/24 16:19:23 EDT, Once, St...
Pending	PRN	Blood Glucose Monitor	10/18/24 11:10:00 EDT, PRN
Pending	PRN	Braden Assessment	10/18/24 11:10:00 EDT, PRN



Manually find required documentation →

↓ Complete task by Charting Done

Task Status	Scheduled Date and Time	Task Description	Order Details
Overdue	2024-Oct-26 10:45	Discharge Patient	10/26/24 10:45:00 EDT, Home
Overdue	2024-Oct-27 11:40	Phone Call for Consult	Urgent, neumonia, Monroy-Ro...
Pending	2024-Oct-18 11:10	Peripheral IV	10/18/24 11:10:00 EDT, 10/18/2...
Complete	2024-Oct-31 16:19	HPEWS Vital S	10/31/24 16:19:23 EDT, Once, St...
Pending	PRN	Blood Glucose	10/18/24 11:10:00 EDT, PRN, ST...
Pending	PRN	Braden Assess	10/18/24 11:10:00 EDT, PRN, h, PRN

- Chart Done
- Chart Done (Date/Time)...
- Chart Not Done...