

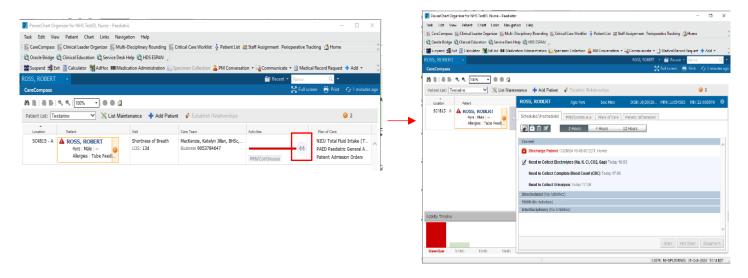
TIP SHEET HOSPITAL INFORMATION SYSTEM (HIS)

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.

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Menu		$\langle \rangle \rightarrow$	Activities and Intervention	s		
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		_				
					(no time fran	ne defined)
		Scheduled Pa	atient Care Nurse Collect			
		Task retrieval	completed			
Orders	+ Add		Task Status Scheduled Date and Tim	Task Description	Order Details	
Medication List	+ Add	88 66	Overdue 2024-Oct-26 10:45	Discharge Patient	10/26/24 10:45:00 EDT, Hom	e
		29 66 🔔	Overdue 2024-Oct-27 11:40	Phone Call for Consult		Rodriguez, Fanny Rocio, MD, FRCPC
Documentation			Pending 2024-Oct-18 11:10	Peripheral IV	10/18/24 11:10:00 EDT, 10/18	
		¥	Complete 2024-Oct-31 16:19	HPEWS Vital Signs		, Stop date 10/31/24 16:19:22 EDT
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Appointments						
Diagnoses and Prob	lems					
Histories						
Form Browser						
Growth Chart						
Patient Information						
Clinical Media	+ Add					
Medication Request						
Clinical Research						
Patient Preferred Ph						
Notes						
Clinical Connect						

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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.

Chart Done	
Chart Done (Date/Time)	
Chart Not Done	
Quick Chart	
Chart Details / Modify	
Unchart	
Ad Hoc Charting	
Reschedule This Task	
Print	>
Order Info	
Order Comment	
Create Admin Note	
Reference Manual	
Task Info	
Patient Snapshot	
Select All	
Select All Deselect All	

Task Types

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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.

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	Task Statu	s Scheduled Da	ate and Time	Task Description	Order Details	Activity View		
<u>9</u> 66	Overdue	2024-Oct-26	10:45	Discharge Patient	10/26/24 10:45:00 EDT, Home	Braden Assessment		I High Low
66 🧴	Overdue	2024-Oct-27	11:40	Phone Call for Consult	Urgent, neumonia, Monroy-Ro		Result	Comments Flag
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	Pending	PRN		Braden Assessment	10/18/24 11:10:00 EDT, q4h, PRN		Moisture Braden	
							Activity Braden Mobility Braden	
							Nutrition Braden	

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 Minute Walk Minute Walk<		🗸 🖬 🔕 🛝 🛤 + + 🗰 🖬 🗠	Mishow Sign Continuation
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P Six Minute Walk Test - ROSS, ROBERT

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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.

pleted is Status Scheduled Date a date 2024-0ct-26 10 ender 2024-0ct-27 11 status 2024-0ct-21 16 redue 20	1:40 Phone Call for Consult 1:10 Peripheral N	Oxfor Details 10/2/24/15/3-00/207, Home Details (10/24/15/3-00/207, Home Details (10/24/15/3-00/207, Home Details (10/24/15/3- 10/24/15/2- 10/24/15/2- 10/24/15/2- Train Lot Per task,	Perghenalik, does net have a form associated with	A Manually fin	d required 🗸	Urinary Catheter Venipuncture		Result Peripheral IV A Peripheral Foot Left A Peripheral Foot Left A Christy Procedure Performe C Procedure Result	Critical High Comments 31/Oct/ 17:52 Insert new Self Insertion st	2024 17:48 site
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