



CREATE ADMIN NOTE

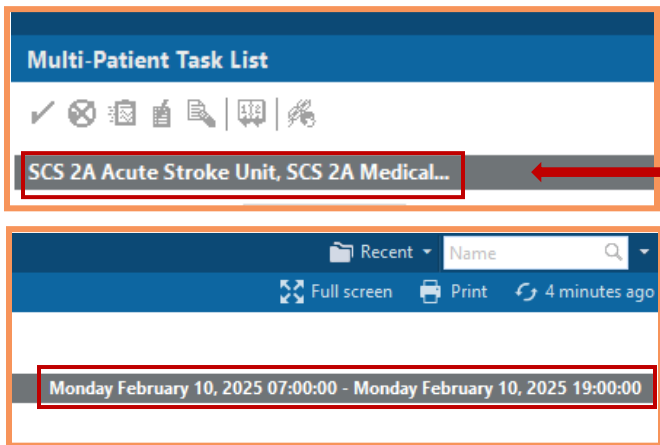
HOSPITAL INFORMATION SYSTEM (HIS)

INTERPROFESSIONALS THAT UTILIZE THE MULTI-PATIENT TASK LIST (MPTL)

This tip sheet is designed to guide end users in effectively utilizing the **Create Admin Note...** feature on the Multi-Patient Task List (MPTL) within HIS.

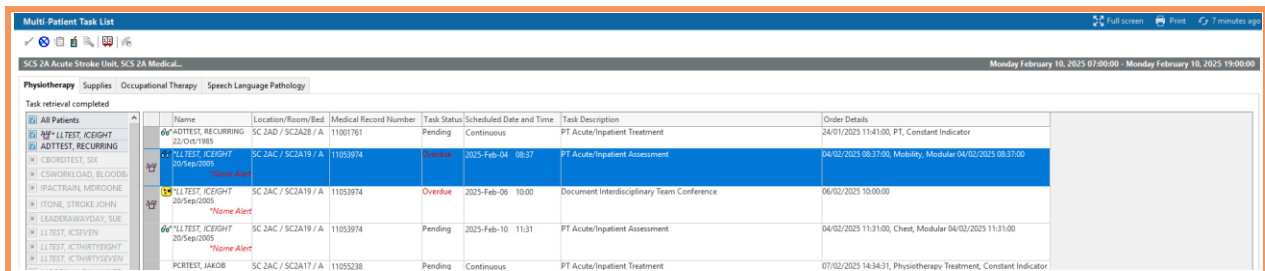
1. Navigate to MPTL  Multi-Patient Task List

2. Ensure the appropriate patient list is selected, along with the desired time frame criteria.



The screenshot shows the Multi-Patient Task List interface. A red box highlights the patient list "SCS 2A Acute Stroke Unit, SCS 2A Medical..." with a red arrow pointing to a callout box labeled "Customized patient view". Another red box highlights the time frame criteria "Monday February 10, 2025 07:00:00 - Monday February 10, 2025 19:00:00" with a red arrow pointing to a callout box labeled "Time frame criteria".

3. The end user should select the task for which they want to create an admin note. Click on the task to highlight it.



Name	Location/Room/Bed	Medical Record Number	Task Status	Scheduled Date and Time	Task Description	Order Details
ADTTEST, RECURRING	SC 2AD / SC2A28 / A	11001761	Pending	Continuous	PT Acute/Inpatient Treatment	04/01/2025 11:41:00; PT, Constant Indicator
LLTEST, ICEIGHT	SC 2AC / SC2A19 / A	11053974	Overdue	2025-Feb-04 08:37	PT Acute/Inpatient Assessment	04/02/2025 08:37:00; Mobility, Modular 04/02/2025 08:37:00
LLTEST, ICEIGHT	SC 2AC / SC2A19 / A	11053974	Overdue	2025-Feb-06 10:00	Document Interdisciplinary Team Conference	06/02/2025 10:00:00
LLTEST, ICEIGHT	SC 2AC / SC2A19 / A	11053974	Pending	2025-Feb-10 11:31	PT Acute/Inpatient Assessment	04/02/2025 11:31:00; Chest, Modular 04/02/2025 11:31:00
PCRTST, JAKOB	SC 2AC / SC2A17 / A	11055238	Pending	Continuous	PT Acute/Inpatient Treatment	07/02/2025 14:34:31; Physiotherapy Treatment, Constant Indicator

4. Right-click the task, and choose **Create Admin Note...**

atus	Scheduled Date and Time	Task Description	Order Details
	Continuous	PT Acute/Inpatient Treatment	24/01/2025 11:41:0
	2025-Feb-04 08:37	PT Acute/Inpatient Assessment	04/02/2025 08:37:0
	2025-Feb-06 10:00	Document Interdisciplinary Team Conference	:00:0
	2025-Feb-10 11:31	PT Acute/Inpatient Assessment	:31:0
	Continuous	PT Acute/Inpatient Treatment	:34:0 35 cre

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

5. The Admin Note window will open. End users can write in the free text box below the task description. Click **OK** when done.

Admin Note





Consult to Physiotherapy - Assessment & Treatment
04/02/2025 08:37:00, Mobility, Modular 04/02/2025 08:37:00

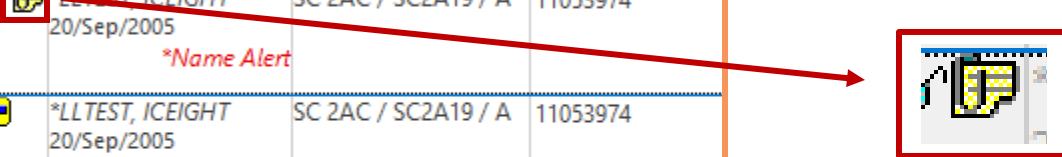
Unable to see this patient today. Please make this patient a priority tomorrow.

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HOSPITAL INFORMATION SYSTEM (HIS)

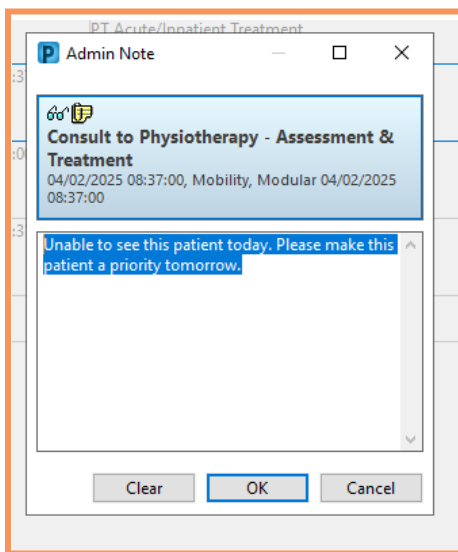
Once the **Create Admin Note...** is completed, a *note-with-paperclip* icon will be visible on the MPTL next to the patient's name.

	Name	Location/Room/Bed	Medical Record N
	ADTTEST, RECURRING 22/Oct/1985	SC 2AD / SC2A28 / A	11001761
	*LLTEST, ICEIGHT 20/Sep/2005 <i>*Name Alert</i>	SC 2AC / SC2A19 / A	11053974
	*LLTEST, ICEIGHT 20/Sep/2005 <i>*Name Alert</i>	SC 2AC / SC2A19 / A	11053974
	*LLTEST, ICEIGHT 20/Sep/2005 <i>*Name Alert</i>	SC 2AC / SC2A19 / A	11053974
	PCRTEST, JAKOB 09/Sep/1999	SC 2AC / SC2A17 / A	11055238



In order to read the admin note, end users can click on the *note-with-paperclip* icon.

***NOTE:** To clear the admin note, end users can click on the *note-with-paperclip* icon, and clear the text box. Once cleared, click **OK**. The admin note will disappear.



Clear the text box, then click **OK**.

The **Create Admin Note...** will disappear from the MPTL.