

TIP SHEET HOSPITAL INFORMATION SYSTEM (HIS)

Complete the following steps to update the Multi-Patient Task List.

1. Right click on grey banner. Click on "Customize Patient View"

Multi-Patient Task List						
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Departmental View, Assigne d Customize Patient View						
Child Life						
Task retrieval completed						
All Patients		Name	Medical Record Nur			
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2. Ensure that you click in the "Choose a Patient List" box and you choose "Departmental view" and on the right hand side, you choose the site/location from the filter.

Task List Properties	>	<
Time Frames Patient List		Ne
Choose a Patient List Departmental View NFS 2 Centre BHC	Location Filters No Location Filter Location Groups All Locations Hotel Dieu Shaver Hotel Dieu Shaver Port Colborne Site Port Colborne Site Caller St. Catharines Site Caller Welland Site	
✓ View Assigned Tasks	Save	
	OK Cancel	











3. On the Time Frames tab, choose **Current** and the appropriate Time Frame. Click on OK and refresh your Multi-Patient Task List.

P Task List Prop	erties	\times
Time Frames	Patient List	
Choose one of Defined Tin	f the following: ne Frame O Hour Interval O Generic ^T ime Frame	
Range Previous Current Next	12 Hour Day Shift ^ 12 Hour Day Shift @0730 12 Hour Night Shift 12 Hour Night Shift 12 Hour Night Shift 8 Hour Day Shift @0730 8 Hour Day Shift @0730 8 Hour Evening Shift @1 8 Hour Evening Shift @1 8 Hour Night Shift 9 Hour Night Shift 9 Hour State	
Show me my: [08:00 ~ EST	
From: 13/Nov/	/2024 🗘 🗸 0700 🚔 EST	
To: 13/Nov/	/2024 🔹 🗸 1900 🖨 EST	
	OK Can	ncel





