Ad Hoc Charting/Documents Buttons

Button	Action
AdHoc	**Ad Hcc** – open the Ad Hoc charting forms.
	Sign Form – sign PowerForm.
	Cancel – close PowerForm without saving data.
	Clear – clear data from all fields on the current screen but leaves the PowerForm open.
	Saves – save data on PowerForm for co-signature. Only active for some security-defined roles.
	Missing detail – required field has not been completed.
	Next – access the next screen in a multi-section PowerForm.
	Previous – access the previous screen in a multi-section PowerForm.
	Add – add clinical note (restricted by role).
	History – show the history of the selected document.
	Return – close subsection of the form, returns to the primary screen.
	Link to subsection – opens subsection on which data has been entered.

Task List Buttons

Button	Action
	Task Pending – displays tasks in a pending status, requires action.
	A task in a Pending status that cannot be Quick Charted or Quick Charted as Done, either because it requires a PowerForm to be completed or due to a security restriction.
	Chart Done/Task Complete - charts task as done and shows task status as Complete.
	Task Not Done - task was completed as Chart Not Done.
	Task Overdue – task in an overdue status.
	A task in an Overdue status that cannot be Quick Charted or Quick Charted as Done, either because it requires a PowerForm to be completed or due to a security restriction.
	Cancel/DC – a task that has been discontinued or cancelled.
	Reschedule This Task – change due date/time for task.
	Unchart – uncharts a completed task and changes the status to pending.
	Chart Details – opens PowerForm related to the task.

Ascension SE Michigan

PowerChart

Multi-Patient Task List (MPTL)

For Help, Contact your Clinical Transformation Specialist, or call the HELP desk

V 2.2

eCare

Set up the Multi-Patient Task List

1. Right-click in the **Assigned Tasks** area of the green bar (left end).
2. Click **Customize Patient View**.
3. From the Patient List tab, click the **Choose a Patient List** checkbox.
4. From the Location Filters pane on the right, click **+** expand the list and select the hospital.
5. Click **+** to view the list of departments.
6. Click the **square** to the left of the desired department(s).
7. Click the **Time Frames tab**.
8. Click **Defined Time Frame**.
9. Click the desired **shift**.
10. Click **OK**.

Note: alternate Time Frames are *Hourly Interval* and *Generic*.

Setting Task List Display Options

The task display defaults based on your logon. There may be times when you will need to change the options to view other task statuses. In most cases, **Pending** should be selected in the Status list.

1. From the Menu bar, click **Options**.
2. Click **Task Display**.
3. Select the desired status(es).
4. Click **OK**.

Tasklist – Chart Done/PowerForm

There are several ways to task "Done" and access the associated PowerForm:

- Right-click on the task and select **Chart Details**.
- Click on the task and and click the **Chart Details** toolbar button.
- Double-click the **task**.

Task Not Done

1. Right-click the **task**.
2. Select **Chart Not Done**.
3. Select **Reason Not Done**.
4. Click **Sign Form**.

Note: Charting Not Done <u>removes</u> the task from the Task List. If you have not completed a task at the scheduled time but will be completing it later, use *Reschedule* rather than *Not Done*.

Unchart a Task

1. Right-click the **task**.
2. Select **Unchart**.
3. Type in **Comment** – reason for uncharting.
4. Click **Sign Form**.

Note: Not all roles have the option to unchart a task.

Reschedule a Task

1. Right-click the **task**.
2. Select **Reschedule This Task**.
3. Select **Rescheduled Date/Time**.
4. Select **Rescheduling Reason**.
5. Click **OK**.

Tasklist – Chart Done/No PowerForm

There are multiple ways to mark a task as done:

- Right-click on the task and click the appropriate selection.
  - For tasks completed on the current date/time, click **Chart Done**.
  - For tasks done at a <u>different</u> date/time, click **Chart Done (Date/Time)** and enter the appropriate information in the popup box.
- Click on the task and and click the **Chart Done** toolbar button.
- Click on the **yellow box** to the left of the task.

<u>Task Documented as Done:</u>

- **Scheduled tab**: Tasks on the <u>Scheduled</u> tab no longer display after being charted as "Done".
- **Continuous tab**: A *new* task is generated on the <u>Continuous</u> tab when a task is charted as "Done".