

## Configuring the Multi-Patient Task List

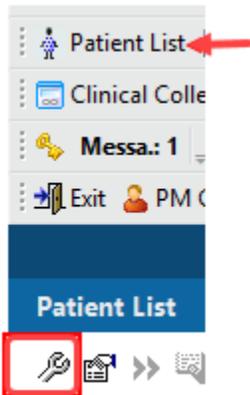
To set up a Multi-Patient Task List, you must first set up the appropriate patient lists.

### Building the Patient List(s)

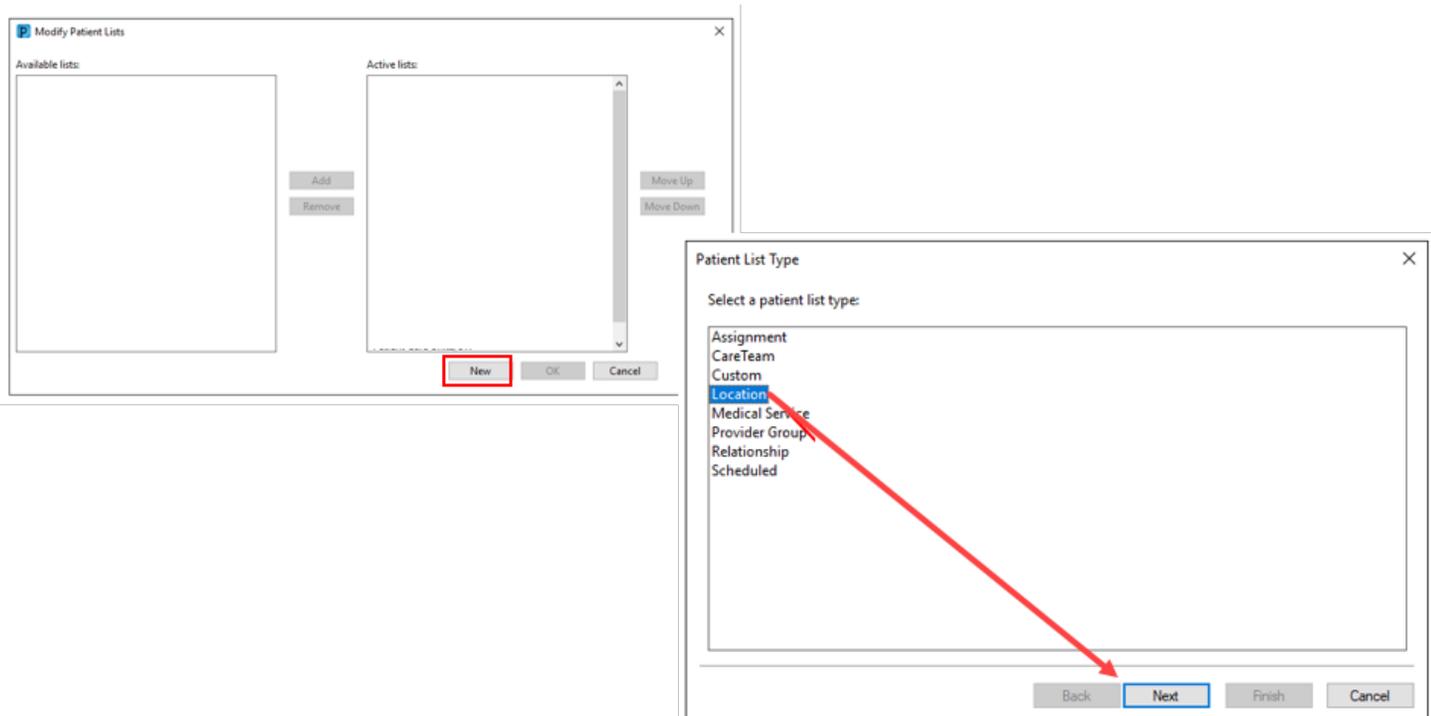
Build the following lists:

- Patient Care Units/Mpls
- Patient Care Units/STP

1. Click **Patient List** from the Cerner toolbar.
2. Click the wrench (List Maintenance) icon.



3. This opens the **Modify Patient Lists** window. Click **New** at the bottom.
4. On the **Patient List Type** window, select **Location**, then click **Next**.

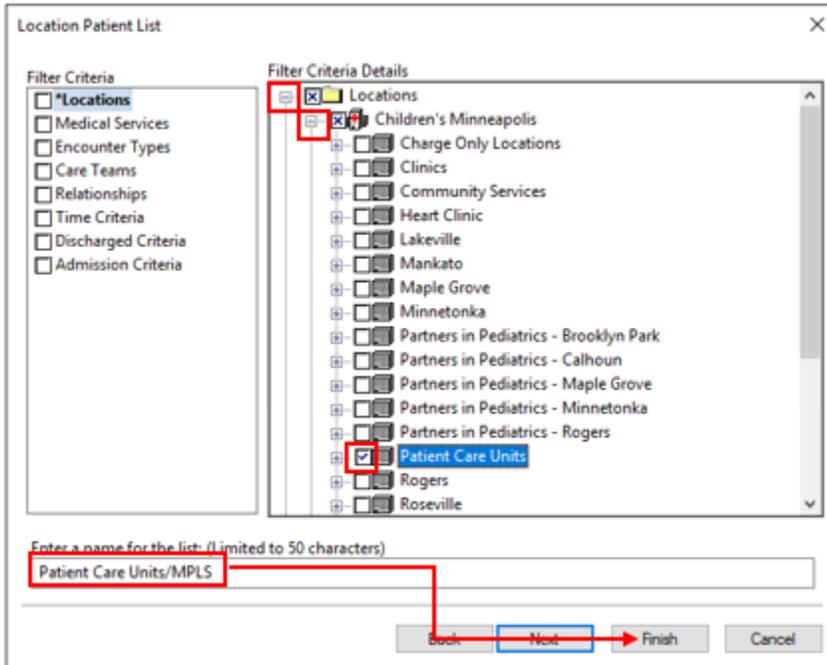


**Cardiology: Multi-Patient Task Lists**

- Click the + sign to expand the available options for **Locations**. Then click the + sign to expand the Children's Minneapolis locations. Click to select **Patient Care Units**.

**Note:** For consistency, rename the list **Patient Care Units/MPLS**.

- Click **Finish**.

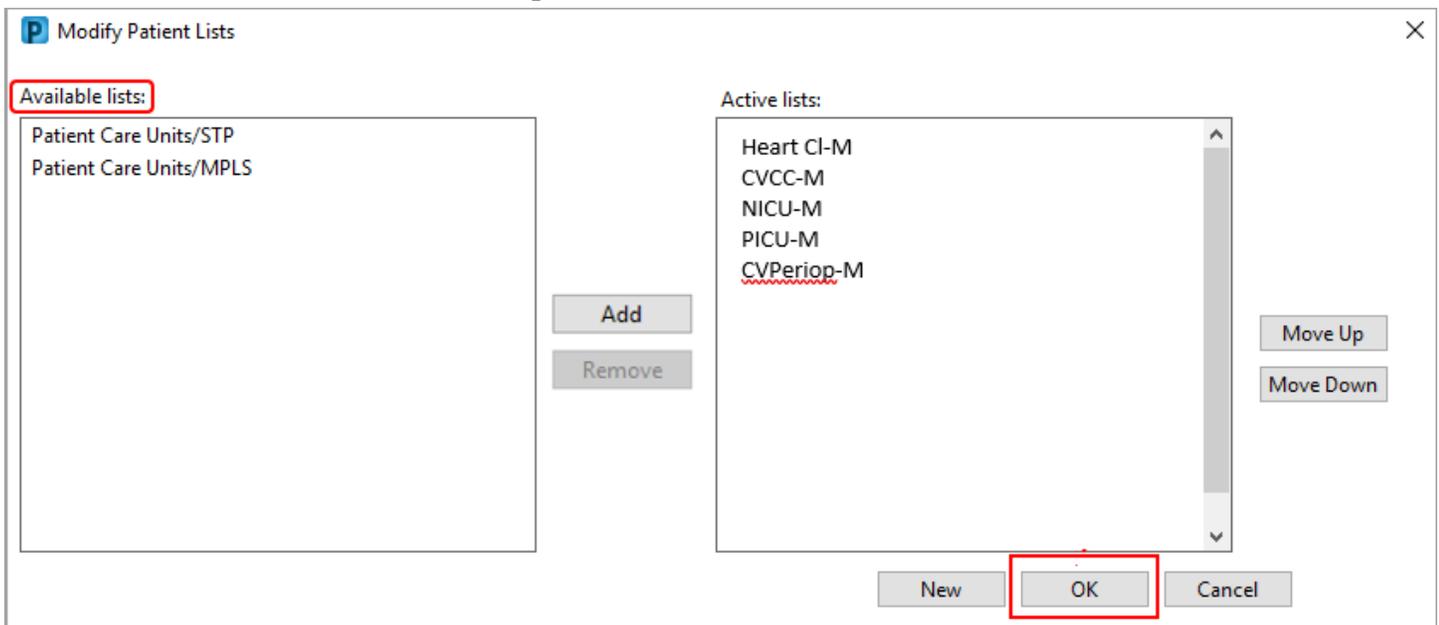


- Complete steps 3-6 above to select the Children's St. Paul patient care locations.

**Note:** Name the St. Paul list: **Patient Care Units/STP**.

- The new lists will display in the **Available lists** column. Click **OK**.

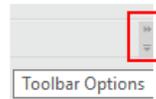
**Note:** There is no need to move the new patient lists to the **Active lists** column.



**Configure the Multi-Patient Task List (MPTL)**

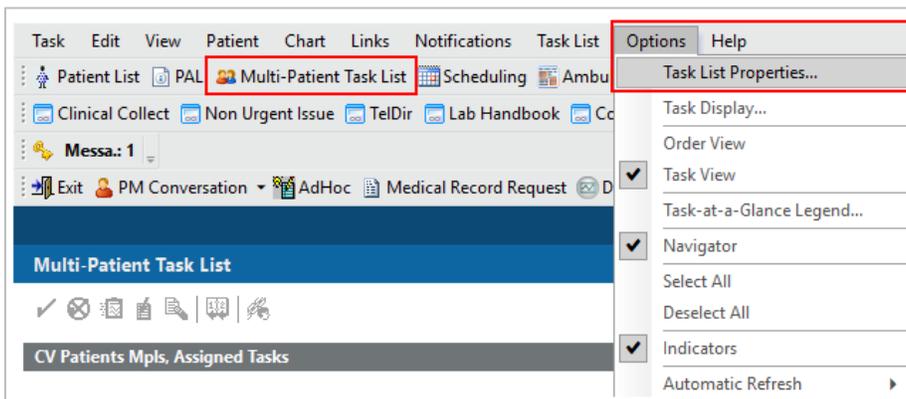
1. Click  **Multi-Patient Task List** in the Cerner toolbar.

**Note:** This activity displays in the same row as the Ambulatory Organizer. You may need to use the



up/down arrows in **Toolbar Options** to display the **Multi-Patient Task List** icon.

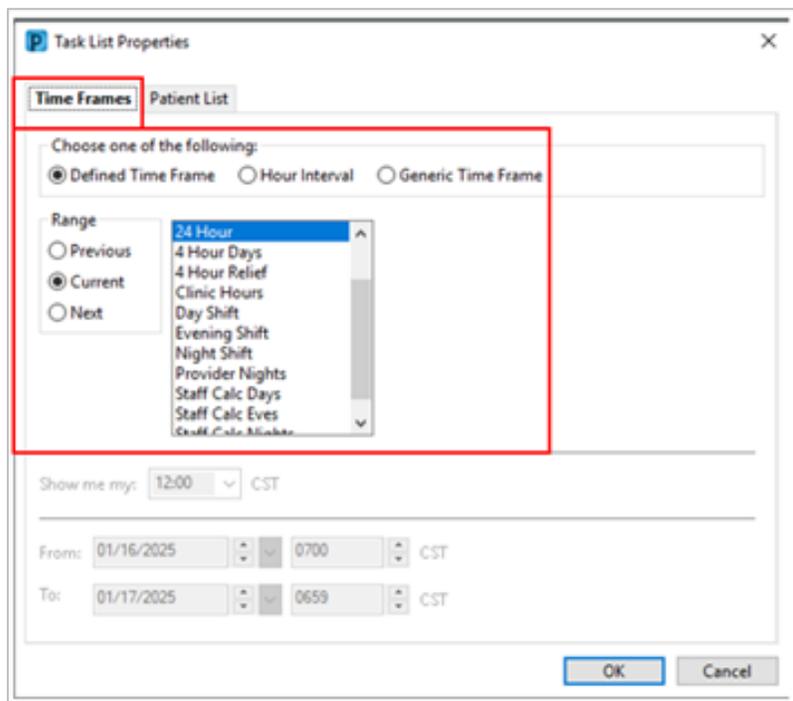
2. Click **Options** and select **Task List Properties**.



3. The **Time Frames** tab displays. Choose the following default settings:

- **Defined Time-Frame**
- **Current**
- **24 Hour**

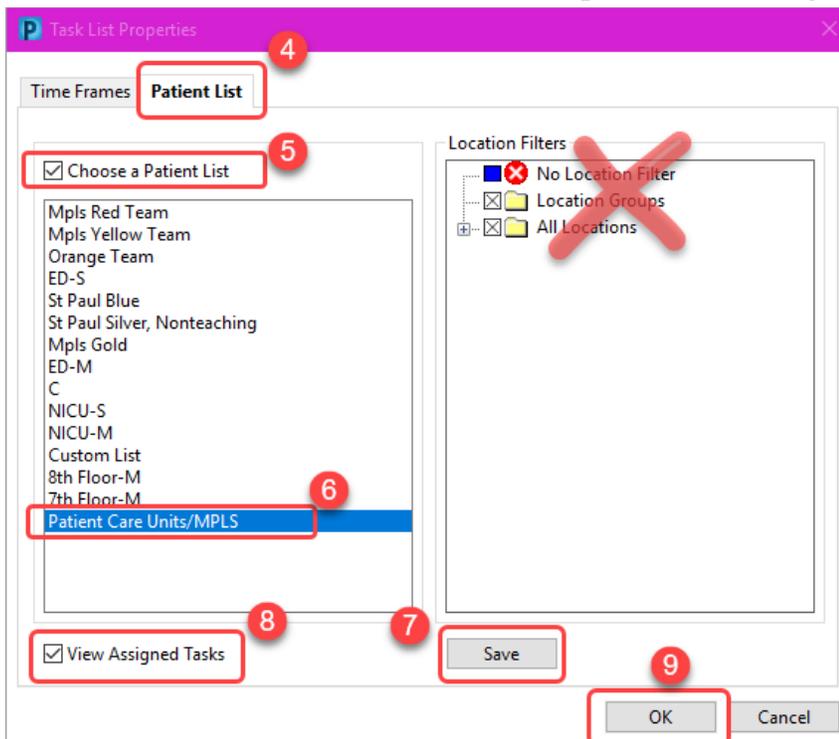
**Note:** These default settings may be adjusted if needed.



4. Click the **Patient List** tab.
5. Click to select **Choose a Patient List** box.
6. Select the appropriate list i.e., **Patient Care Units/MPLS** or **Patient Care Units/STP**.
7. Click **Save**. This will save this location as your default the next time you access the Multi-Patient Task List.

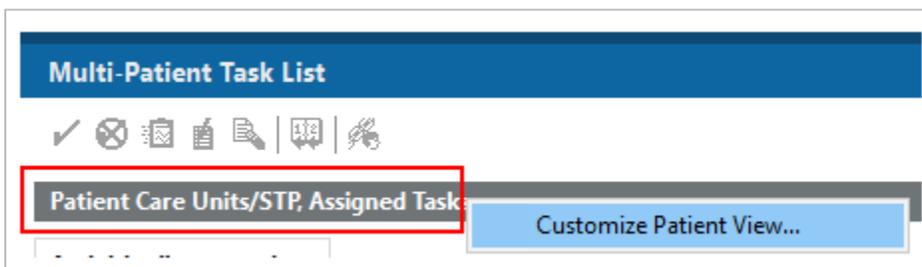
**Note: DO NOT** change the **Location Filters** from the **Task List Properties** window. They should display as pictured below. Location filters were set up when the patient lists were created and will not work if changed or adjusted from the Multi-Patient Task List.

8. Ensure the **View Assigned Tasks** checkbox is selected.
9. Select **OK** to close this window and view the patients with assigned echo tasks.



**Switch Patient Lists (from Mpls to STP Location)**

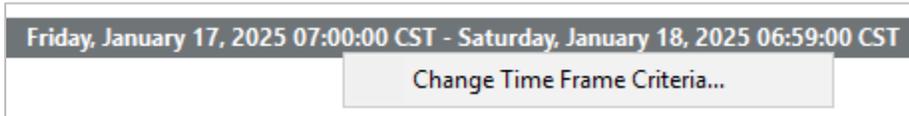
1. Right click the name of the list from the gray toolbar on the Multi-Patient Task List: **Patient Care Units/MPLS, Assigned Tasks** or **Patient Care Units/STP, Assigned Tasks**.
2. Select **Customize Patient View**. The Task List Properties window displays.



3. Select the appropriate Patient Care List and click **Save**.  
**Note:** Ensure the **View Assigned Tasks** box is selected.

***Change Time Frames***

1. Right click the **Day/Date/Time** on the right side of the gray toolbar.
2. Select **Change Time Frame Criteria**.



**Note:** The following defaults are recommended:

- **Defined Time Frame**
- **Current**
- **24 Hour**