

## **EMR Education**

#### Cardiology: Multi-Patient Task Lists

# **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.



Informatics Education March 2025

Questions or need assistance? Call Children's IT Service Desk 24/7 at 952-992-5000 or 4-5000 internally Copyright © 2025 Children's Minnesota. All rights reserved. Some content is based on the intellectual property of Cerner Corporation and used with permission. All other trade names and registered trademarks are the property of their respective owners. This content is designed for general use with most patients; each clinician should use his or her own independent judgment to meet the needs of each individual patient. This content is not a substitute for professional medical advice, diagnosis, or treatment.



- 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.
- 6. Click Finish.

Location Patient List		×
Filter Criteria	Filter Criteria Details	~
	Rogers     Reseville	~
Enter a pame for the list: () im Patient Care Units/MPLS	ited to 50 characters)	Cancel

- 7. 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**.
- 8. 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.

Modify Patient Lists						×
Available lists: Patient Care Units/STP Patient Care Units/MPLS	Add Remove	Active lists: Heart Cl-M CVCC-M NICU-M PICU-M CVPeriop-M			~	Move Up Move Down
			New	ОК	Cano	cel



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

1. Click <sup>33</sup> Multi-Patient Task List</sup> in the Cerner toolbar.

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

	Þ
	7
oolbar Optio	ns

to display the Multi-Patient Task List icon.

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

up/down arrows in Toolbar Options



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.

ine riames	Patient List	
Choose one of Defined Tin	f the following: ne Frame O Hour Interval O Generic Time Fra	ime
Range O Previous @ Current O Next	24 Hour     ^       4 Hour Days     4       4 Hour Relief     Clinic Hours       Day Shift     Evening Shift       Night Shift     Provider Nights       Staff Calc Days     Staff Calc Eves       Shift Calc Eves     V	
Show me my:	1200 v CST	
From: 01/16/2	025 🗘 🗸 0700 🗘 CST	
	025 0659 057	

3 Informatics Education March 2025 Questions or need assistance? Call Children's IT Service Desk 24/7 at 952-992-5000 or 4-5000 internally



- 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.

Time France Participation	×
Implement List     Mpls Red Team   Mpls Yellow Team   Orange Team   ED-S   St Paul Blue   St Paul Silver, Nonteaching   Mpls Gold   ED-M   C   NICU-S   NICU-M   Custom List   8th Floor-M   7th Floor-M   6	
View Assigned Tasks	
ОК	Cancel

#### 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.

Multi-Patient Task List	
🖌 😣 🐵 🧃 🔍 💷 🍂	
Patient Care Units/STP, Assigned Task	Customize Patient View

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