How to Update Education Documentation Tasks

If you have already completed your education documentation, but the Education Task is still on your PAL, you can easily complete the task.

If education has already been documented and no further education needs to be documented on your shift, right click and select **Chart Done**. This will satisfy the task and remove it from your PAL.

If there isn't any patient/family education to document for your shift, right click and select **Chart Not Done**. In the Reason not done drop down list, select one of the new options that have been added—**Reviewed, no action needed** or **Family/Caregiver Not Available**. This will satisfy the task and remove it from your PAL or patient's Task List.