## Setting up the Multi-Patient Task List

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The Multi-Patient Task List must be configured for each clinic location(s) where the Clinical user is assigned to work.			
1)	Select the <b>Patient List</b> icon from the toolbar.	PowerChart Organizer for Cerner Test, Ambulatory: MA Cerner. Task Edit View Patient Chart Links Notifications Navigation Memory of Home Tracking Shell I Message Center A Patient List Multi-Patien Multi-Patien Mexic Charges Marge Entry Mark Calculator Market	
2)	Select the List Maintenance icon (wrench).	Patient List 2 3 3 3 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	
3)	Select New from the Modify Patient Lists screen.		
	P Modify Patient Lists		
	Available lists:	Active lists:	
	ND N		
	4	8	
		New OK Cancel	
4)	Choose <b>Location</b> from the <b>Patient List Type</b> screen, then click <b>Next</b> .	Patient List Type         Select a patient list type:         Assignment         Assignment (Ancillary)         Care Team         Custom         Medical Service         Provider Group         Query         Relationship         Scheduled         Back       Penish         Cancel	
5)	<b>Click</b> the <b>+</b> next to the <b>Locations</b> folder on the right to expand the list.	Location Patient List	

<ul> <li>6) Scroll down to locate the desired location. Click the + next to the location, then click the + again. Place a checkmark in <i>both boxes</i>.</li> <li>Note: A checkmark will automatically get placed in the Locations checkbox on the left when a location (clinic name) has been selected on the right.</li> </ul>	Location Patient List <sup>•</sup> "Locations (Holt Family Med <sup>•</sup> Medical Services <sup>•</sup> Encounter Types             Care Teams             Care Teams             Discharged Criteria             Discharged Criteria             Admission Criteria             Holt Family Medicine             Holt Family Medicine             Holt Family Medicine
7) Click <b>Finish</b> .	Back Next Finish Cancel
<ol> <li>The location (clinic name) will display under the Available Lists section.</li> </ol>	Modify Patient Lists     Available lists:     Active lists:     Holt Family Medicine, Holt Family Medicine
9) Single-click on the location (clinic name), then click the right-facing arrow to move it to the Active Lists section.	Modify Patient Lists      Available lists:     Active lists:
10) Click <b>OK.</b>	New OK Cancel
11) The Patient List is now available as a tab in the <b>Patient List</b> window.	Patient List
12) To finalize the setup, <b>select</b> the <b>Multi-Patient Task</b> <b>List</b> icon.	PowerChart Organizer for Cemer Test, Ambulatory: MA Cemer Task Edit View Patient Chart Links Notifications Patient List Help Multi-Patient Task List Message Center & Patient List Multi-Patient Task List Inv Suspend & Patient Pharmacy A Communicate - Documents Charges & Charge
13) Select the <b>Office/Clinic Task</b> tab.	Multi-Patient Task List         Image: Constraint of the second
14) Select <b>Options</b> from the Tool Bar, then select <b>Task</b> List Properties.	Options     Help       Task List Properties       Task Display       Order View       ✓       Task View

<ul> <li>15) Select the Time Frames tab.</li> <li>a. Select the Generic Time Frame option.</li> <li>b. Change the From and To dates.</li> </ul>	
<ul> <li>16) While still in the Task List Properties window, select the Patient List tab.</li> <li>17) Click the + next to the All Locations folder on the right to expand the list.</li> </ul>	Task List Properties         Ime Frames         Patient List         Choose a Patient List         Departmental View         Holt Family Medicine         View Assigned Tasks         Save         OK
<ul> <li>18) Click the box next to the location (clinic name) in the Location Filters column.</li> <li><u>Note</u>: All three boxes will turn blue once this box has been clicked, and users can see this by clicking the + button.</li> </ul>	Time Frames Patient List Location Filters Choose a Patient List Location Location Location List Location Location Location Location Holt Family Medicine
19) Check the box next to <b>Choose a Patient List</b> and select <b>Departmental View.</b>	Task List Properties Time Frames Patient List Choose a Patient List Departmental View Holt Family Medicine, Holt Family Medicine
20) <b>Uncheck</b> the box next to <b>View Assigned Tasks</b> , then click <b>OK</b> .	View Assigned Tasks Save