Setting up the Multi-Patient Task List

The Multi-Patient Task List must be configured for each clinic location(s) where the Clinical user is assigned to work.

1) 2)	Select the Multi-Patient Task List icon. Select the first tab on the MPTL. a. Repeat steps for each tab.	PowerChart Organizer for Cemer Test, Ambulatory: MA Cemer Task Edit View Patient Chart Links Notifications Patient List Help Multi-Patient Chart Links Notifications Patient List Help Multi-Patient Task List Multi-Patient Task List Multi-Patient Task List Holt Family Medicine. Holt Family Medicine Prior Authorization Office/Clinic Task
3)	Select Options from the Tool Bar, then select Task List Properties .	Options Help Task List Properties Task Display Order View Task View
4)	 Select the Time Frames tab. a. Select the Generic Time Frame option. b. Change the From and To dates. 	Task List Properties Tense Frame Prime Frame Prime Frame Prime Frame Hour Day Shift 12 Hour Day Shift 12 Hour Day Shift 14 Hour Day Shift 15 Hour Day Shift 15 Hour Day Shift 16 Hour Day Shift 16 Hour Night Shift 16 Hour Night Shift 16 Hour Night Shift 16 Hour Night Shift 17 Hour Night Shift 18 Hour Night Shift 19 Hour Night Shift 10 Hour Night Shift 10 Hour Night Shift 17 Hour Night Shift 17 Hour Night Shift 17 Hour Night Shift 17 Hour Nig
5)	While still in the Task List Properties window, select the Patient List tab.	

6)	Click the + next to the All Locations folder on the right to expand the list.	Task List Properties Time Frames Patient List Choose a Patient List Departmental View Holt Family Medicine, Holt Family Medicine Image: Content Con
7)	 Click the box next to the location (clinic name) in the Location Filters column. <u>Note</u>: All three boxes will turn blue once this box has been clicked, and users can see this by clicking the + button. 	Task List Properties Time Frames Patient List Choose a Patient List Choose a Patient List Location Filters Holt Family Medicine Holt Family Medicine Holt Family Medicine Holt Family Medicine
8)	Check the box next to Choose a Patient List and select Departmental View.	Task List Properties Time Frames Patient List Choose a Patient List Departmental View Holt Family Medicine, Holt Family Medicine
9)	Uncheck the box next to View Assigned Tasks, then click OK.	View Assigned Tasks Save