

QUICKSTART

A series of helpful guides provided by the Information Technology Department

Task List Setup - Patient Chart

- Open the Patient chart.
- Click on the Task List in the menu.

TEST, Petra 🛛 🛛							🤶 List	📄 🥤 🖀 Recei	nt - MRN	- Q
TEST, Petra			Age:6 years DOB:15/08/2008	Royal Alexandra Hospital for Children	Location:Cla Adm:20/01/2	ncy Ward; 01; 01 015 13:06 Dis: <no -="" d<="" th=""><th>ischarge date> [DIABETES]</th><th></th><th></th><th></th></no>	ischarge date> [DIABETES]			
** Allergies Not Recorded **	G	iender:Female	No Non-Clinical Alerts Recorded	mm.1244207						
Menu 7	<> - # 1	Task List						⊐) Full screen	Print	₽ 0 minutes ago
Visit List & Demographics	✓ Ø ∰ M B									
Paediatric View			r.,							
Acute Management Plans		1 7	Frid	lay, 30 January 2015 09:48:00 - Saturday, 30 January 2100 09:49:00						
Allergies 🕂 Add	Referrals & Consult	ts Handover Pathology Collections								
Appointments	Task retrieval comp	oleted								
Clinical Notes	Task Statu	is Task Description	Scheduled Date and Time	Order Details	Charted By	Completed Date and Tin	ne			
Form Browser	Not Overdue	Physiotherapy Inpatient Referral	19/06/2015 10:43	19-Jun-15 10:42:00 Ordered Date and Time, Requested Date of Consult 19-J This Referral will only be activated by contacting the Physiotherapist respon						
Growth Charts										
Imaged Documents										
Immunisation History										
Orders 🛨 Add										
Order Status & Results										
Problems, Alerts and Diagnoses										
Results										
Results last 7 days (no Blood Gases)										
Summary Clinical										
Summary - Visits										
Task List										

• Click on Options and select Task List Properties.

Links Task List	Οp	tions Help
sage Centre 🚨 Mul		Task List Properties
Buspend 📲 Exit 🐐		Task Display
Will aboratory Calla	_	Order View

•	Select	the	Generic	Time	Frame.
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- Change the From date to January 2015.
- Change the **To** date year to 2100.
- Click OK.

Task List Properties
Time Frames
Choose one of the following: © Defined Time Frame © Hour Interval © Generic Time Frame
Range Previous Current Next
Show me my: 13:00 💌
From: 17/01/2015
OK Cancel
the childr ^e n's hospital at Westme

The Sydney children's Hospitals Network

		Links	Tas	sk List	Opt	tions	Help	
•	Go to Options .	sage Ce	entre	🚨 Mul		Task	List Proper	ties
•	Select Task Display.	Buspen	ժ 📲	Exit 窄		Task	Display	
		JA(Lob)	orato			Orde	r View	

- In the Task Types area, find and select your required Task e.g. Oncology Medical Consults.
- Oncology Medical Consults will now appear in the Chosen Task Types area.

Task Types	
All Find:	Chosen Task Types:
Occupational Therapy Referral	Oncology Medical Consults
Oncology Medical Consults	
Orthopaedic Tasks	
Orthoptics Referral	
Orthotics Referral	
Patient Care	
Patient Education	
Patient Schedule	
Personal Divisiotherany Referral	
PRN Response	
Psychology Referral	
Pulmonary	
Radiology	
Rapid Response	
Social Work Referrals	
Social Work Tasks	
	Save OK Cancel

• Click Save and OK.