

## Rehab Referral List Setup

IT/eMR Training & Support


### Setting Up the Task List

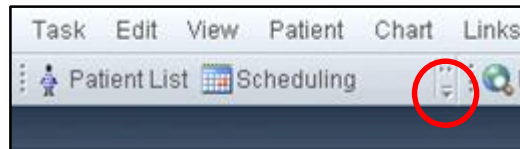
There are several Rehab task lists that may be viewed. The various lists will be available in the multi-patient task list. To view the list relevant to your role or position, a small amount of setup is required.

### Finding the Task List

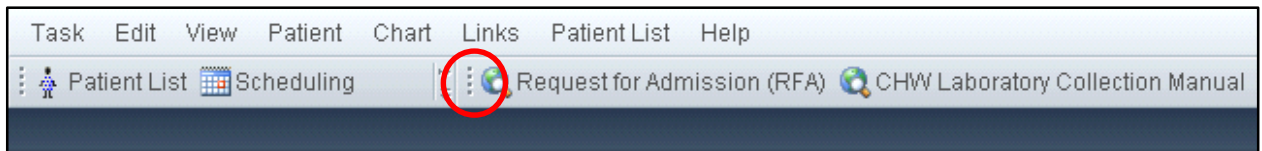
The Multi-Patient Task List has a different name depending on your role or position. Doctors will have a button for **Multi-Patient Task List**. Nursing and Allied Health staff will have **Rehab Referrals**.

The button for the task list is in the PowerChart toolbar. If you cannot see the task list button, it may be hidden.

- On the toolbar that also has Patient List, click on the arrow .
- This will display buttons that do not fit on the toolbar.



- To fix this permanently, you can move other toolbars off the row to allow for more buttons to be visible.
- To do this, click and hold the 4 small vertical dots on one of the other toolbars.
- Drag the toolbar slightly below its current position. This will move it to another row and allow more buttons to be visible on the others toolbars.



### Viewing the Task List

In the task list view there may be several tabs visible, depending on your role/position.

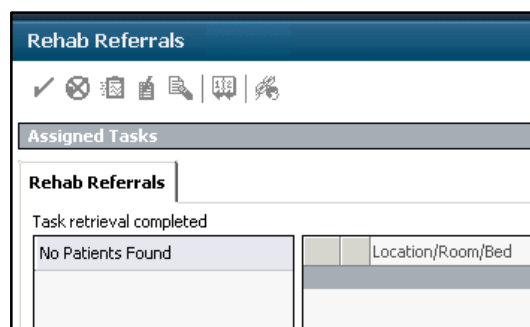


#### Warning!

The CNC Rehab position also has a tab for Pathology Collections within the Multi Patient Task List / Rehab Referrals page. If you click this, it loads up all pending pathology collections for the whole hospital, and will take a long time (several minutes). **Avoid clicking this tab!**

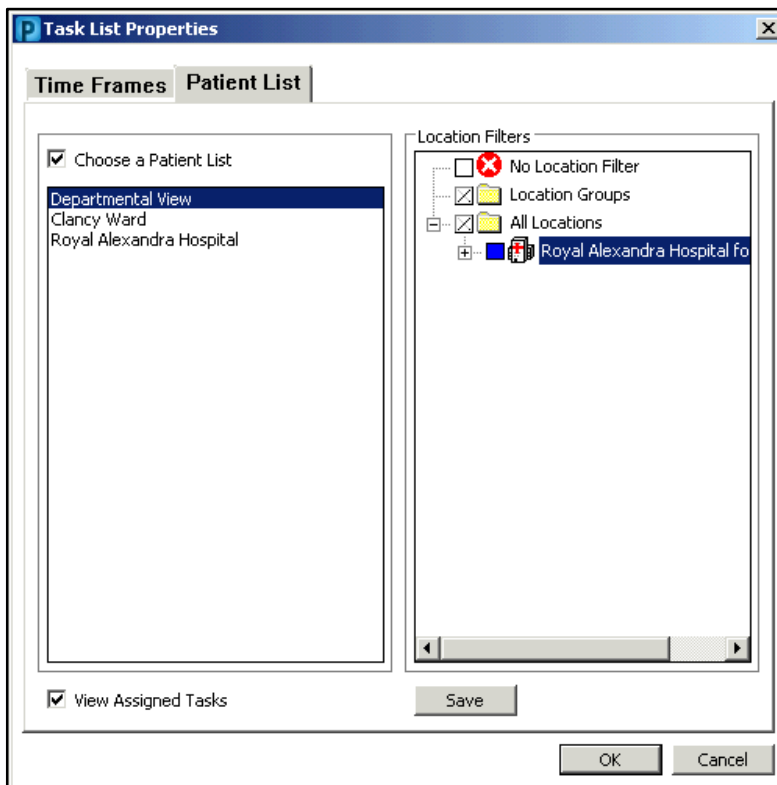
Patient tasks may not be immediately visible on the Rehab Referrals list. To make them visible:

- Right click on the grey bar where it says **Assigned Tasks**, and select **Customise Patient View**.



In the **Task List Properties** window that opens:

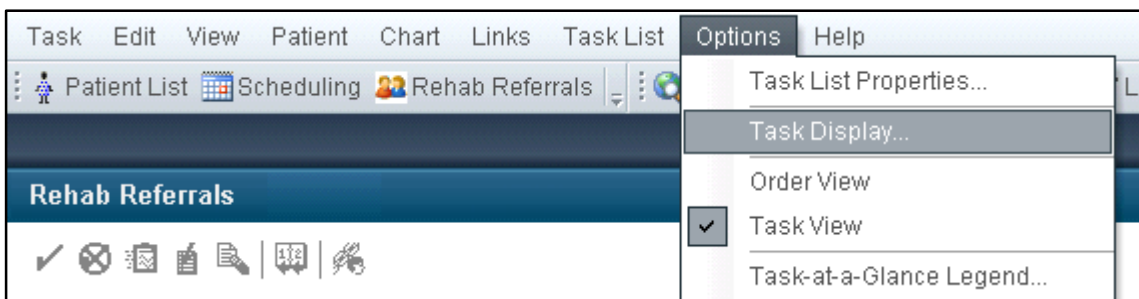
- Ensure that **Choose a Patient List** is checked.
- Select **Departmental View** in the window below.
- In the **Location Filter** window, choose **Royal Alexandra Hospital for Children**.
- Ensure **View Assigned Tasks** is checked.



- Click **Save**.
- Click **OK**.

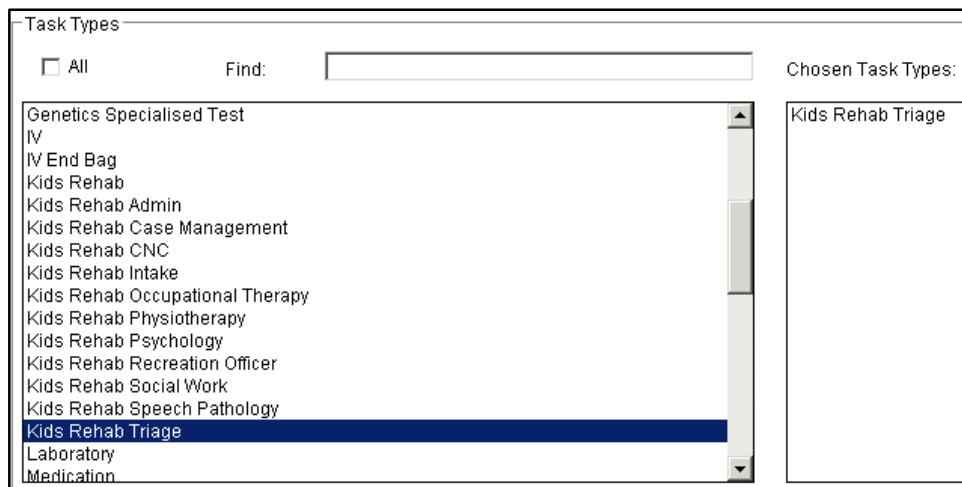
To change the type of tasks you can see:

- From the top menu, click on **Options** and **Task Display**.

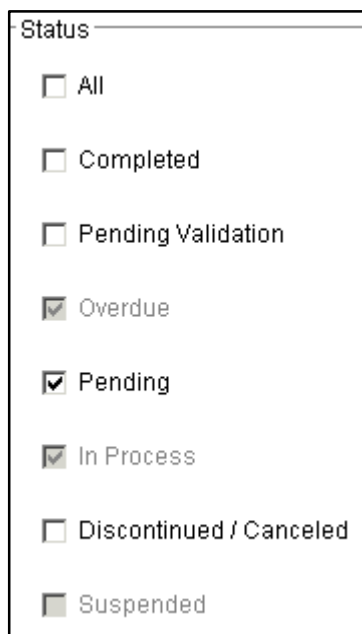


In the window that opens, the bottom sections control which task lists are visible on the Referrals/Rehab Referrals tab.

- In the middle window pane, **Task Types**, click on the name of a list to select (highlighted) or deselect the list you wish to view.
- When highlighted, the list names will appear in the **Chosen Task Types** window pane.



In the top left window, you can select tasks that display depending on their status. The best selections for most people are as shown below. Selecting 'Completed' tasks to display will load all tasks and will likely freeze your PowerChart window, avoid doing this.



- Click **Save**.
- Click **OK**.

The list of patient tasks will now be visible. Within a task type (eg Triage), there may be several different tasks defined by specialty or team. Your department will define which tasks are relevant for you to act upon. The list can be sorted to make finding relevant tasks easier. Click on a column heading to sort by that column.

- Click on **Task Description** to sort by task type.
- Click on **Scheduled Date and Time** to sort the tasks by the date they were created.

	Location/Room/Bed	MRN	Name	Task Description	Task Status	Scheduled Date and Time
	Emergency Cubes	9999998	TEST, Resident One	Kids Rehab Triage Spinal Clinic	Pending	03/12/2013 12:17
	Audiology Dept / 13 / 17	1203320	BLUTH, Gob	Kids Rehab Triage Spina Bifida (Antenatal)	Pending	19/12/2013 14:47
	Laboratory	1198115	TEST, Pathnet	Kids Rehab Triage Spina Bifida (Antenatal)	Pending	24/02/2014 13:59
	Clancy Ward / 05 / 07	1203330	BLAIR, Linda	Kids Rehab Triage Spina Bifida (Antenatal)	Pending	17/03/2014 12:04
	Unknown/Not Sta	1203311	KUNGFU, Panda	Kids Rehab Triage Spina Bifida	Pending	03/12/2013 12:40
	Clancy Ward / 02 / 02	1203349	FITZY, Tony	Kids Rehab Triage Spina Bifida	Pending	09/04/2014 12:01
	Clancy Ward / 03 / 03	1203327	STARKE, Tony	Kids Rehab Triage Musculoskeletal	Pending	11/12/2013 14:29
	Camperdown Ward / 04 / 04	1154990	SALEH MOUSSA, Umar	Kids Rehab Triage Musculoskeletal	Pending	19/12/2013 11:56
	Camperdown Ward / 02 / 02	1191892	ALAMEDDINE, Rayanne	Kids Rehab Triage Musculoskeletal	Pending	19/12/2013 14:53
	Hunter Baillie Ward / 01 / 01	1203326	SOLO, Han	Kids Rehab Triage Musculoskeletal	Pending	15/01/2014 16:01
	Laboratory	9999993	LOAD, Test 6	Kids Rehab Triage Musculoskeletal	Pending	09/04/2014 12:08
	Clancy Ward / 05 / 05	1203351	TEST, Labels	Kids Rehab Triage Musculoskeletal	Pending	14/04/2014 12:25
	Clancy Ward / 05 / 06	1203317	TEST, Monique	Kids Rehab Triage Limb Clinic	Pending	01/04/2014 12:19



**Information:**

Depending on your roles within Rehab, you may need to repeat the above steps to view the correct task lists. Multiple lists can be selected at the one time, for example, the **Kids Rehab Triage** list and the **Kids Rehab Physiotherapy** list can be displayed together. All the tasks will be displayed in the one list. This may be easier than changing the setup each time. However, if there are a large number of patients, it may become a very long list of tasks and potentially confusing as to which patients and tasks are relevant to you.