

Patient Care Task List

When physician orders are written for nursing in the paper chart (i.e. activity, finger sticks, dressing changes, etc), they will be entered as an ordered in Cerner. Once they are entered, they automatically create a listing of tasks on the “Patient Care” task list. The information provided will show you how to move through the Task List.

USING THE TASK LIST

Task List

1. Open a patient chart and click on the **task list tab**, **sub tab Patient Care**, to see what tasks need to be done for the patient.

2. This tab lists the tasks that are to be completed for your patient. These tasks will be listed as scheduled, PRN or continuous.

Task retrieval completed					
Scheduled Date and Time	Task Description	Mnemonic	Task Sta		
7/18/2008 11:24	Insert Foley	Insert Foley	Pending		
7/18/2008 12:00	Restraint Monitoring	Restraint Monitoring and Reassessment Record	Pending		
7/18/2008 14:00	Restraint Monitoring	Restraint Monitoring and Reassessment Record	Pending		
7/18/2008 14:00	Intake & Output	Intake & Output	Pending		
7/18/2008 16:00	Devices/Equipment	Devices/Equipment	Pending		
7/18/2008 16:00	Interventions Beyond Safety	Interventions Beyond Safety Standards	Pending		
7/18/2008 16:00	Restraint Monitoring	Restraint Monitoring and Reassessment Record	Pending		
7/18/2008 16:00	Do/Reinforce Teaching - Chart as Done	Teaching - Do/Reinforce	Pending		
7/18/2008 16:00	Review IPOC(s) - Chart as Done	IPOC(s) - Review	Pending		
7/18/2008 16:00	Vital Signs - IP	Vital Signs	Pending		
7/18/2008 18:00	Restraint Monitoring	Restraint Monitoring and Reassessment Record	Pending		
7/18/2008 20:00	Restraint Monitoring	Restraint Monitoring and Reassessment Record	Pending		
7/18/2008 22:00	Intake & Output	Intake & Output	Pending		
7/18/2008 22:00	Restraint Monitoring	Restraint Monitoring and Reassessment Record	Pending		
7/19/2008 00:00	Devices/Equipment	Devices/Equipment	Pending		
7/19/2008 00:00	Restraint Monitoring	Restraint Monitoring and Reassessment Record	Pending		
7/19/2008 00:00	Vital Signs - IP	Vital Signs	Pending		
7/19/2008 00:00	Weigh	Weigh	Pending		
7/19/2008 00:00	Review IPOC(s) - Chart as Done	IPOC(s) - Review	Pending		
7/19/2008 00:00	Do/Reinforce Teaching - Chart as Done	Teaching - Do/Reinforce	Pending		
7/19/2008 00:00	Interventions Beyond Safety	Interventions Beyond Safety Standards	Pending		




3. In the above example, there is a scheduled “Insert Foley” task. To document the foley catheter insertion, double click on the insert foley task line to open the charting form.

4. After you sign the form, you will notice that a checkmark now displays on the task list. This checkmark is an indicator that this documentation has been completed. The completed task will fall off the task list if you click on the refresh button or if you close the patient’s chart.

Task retrieval completed					
	Scheduled Date and Time	Task Description	Mnemonic	Task Status	Last Done
✓	7/18/2008 11:24	Insert Foley	Insert Foley (Foley, Insert)	Complete	
	7/18/2008 13:35	Admission Adult Histic	Admission Adult History	Pending	
	7/18/2008 13:35	Admission Physical A	Admission Physical Assess	Pending	
	7/18/2008 13:35	Allergy Update Need	Allergy Update Needed	Pending	
	7/18/2008 13:35	Activity	Activity	Pending	
	7/18/2008 16:00	Devices/Equipment	Devices/Equipment	Pending	
	7/19/2008 00:00	Devices/Equipment	Devices/Equipment	Pending	
	7/19/2008 00:01	Morse Fall Scale (Dai	Morse Fall Scale (Daily)	Pending	
	7/19/2008 00:01	Patient Information/O	Patient Information Order	Pending	

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










OTHER ICONS THAT YOU MAY SEE IN THAT COLUMN

-  A task in a Complete status.
-  A task that was completed as Chart Not Done.
-  A task in an In Process status
-  A task in an Overdue status.

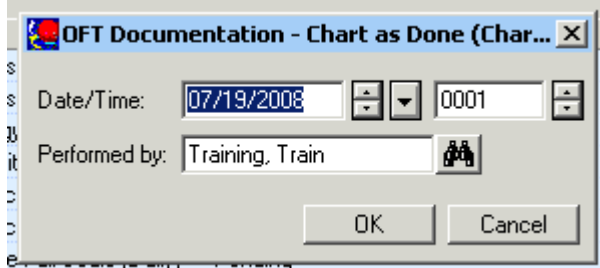
HOW TO “CHART AS DONE” FROM THE TASK LIST

- ❑ You may have “chart as done” tasks meaning that no form is associated with the task. The task is simply marked as “done” or complete rather than filling out a form.
- ❑ “Chart as done” tasks have a yellow box to the left of the task.

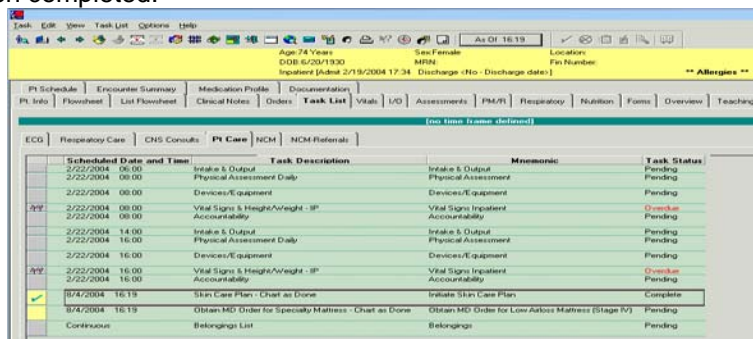
Task retrieval completed

	Scheduled Date and Time	Task Description	Mnemonic	Task Status	Last Done Date and Time
	7/21/2008 16:00	Do/Reinforce Teaching - Chart as Done	Teaching - Do/Reinforce	Pending	
	7/21/2008 16:00	Review IPOC(s) - Chart as Done	IPOC(s) - Review	Pending	
	7/21/2008 16:00	Revise IPOC(s) - Chart as Done	IPOC(s) - Revise	Pending	
	7/21/2008 16:00	Weigh	Weigh	Pending	
	7/21/2008 16:00	Vital Signs - IP	Vital Signs	Pending	
	7/21/2008 22:00	Intake & Output	Intake & Output	Pending	
	7/22/2008 00:00	Do/Reinforce Teaching - Chart as Done	Teaching - Do/Reinforce	Pending	
	7/22/2008 00:00	Review IPOC(s) - Chart as Done	IPOC(s) - Review	Pending	
	7/22/2008 00:00	Vital Signs - IP	Vital Signs	Pending	
	7/22/2008 00:01	Outcome Facilitation (OFT)	OFT Documentation	Pending	
	7/22/2008 00:01	OFT Documentation - Chart as Done	OFT Documentation	Pending	

- ❑ Click on Yellow Square to the left of the task. The “chart as done” box will open.



- ❑ Once you click on the OK button, a check mark will be updated in the square indicating that the task has been completed.



Scheduled Date and Time	Task Description	Mnemonic	Task Status
7/22/2004 06:00	Intake & Output	Intake & Output	Pending
2/22/2004 08:00	Physical Assessment Daily	Physical Assessment	Pending
2/22/2004 08:00	Devices/Equipment	Devices/Equipment	Pending
2/22/2004 08:00	Vital Signs & Height/Weight - IP	Vital Signs Inpatient	Overdue
2/22/2004 08:00	Accountability	Accountability	Pending
2/22/2004 14:00	Intake & Output	Intake & Output	Pending
2/22/2004 16:00	Physical Assessment Daily	Physical Assessment	Pending
2/22/2004 16:00	Devices/Equipment	Devices/Equipment	Pending
2/22/2004 16:00	Vital Signs & Height/Weight - IP	Vital Signs Inpatient	Overdue
2/22/2004 16:00	Accountability	Accountability	Pending
8/4/2004 16:19	Skin Care Plan - Chart as Done	Intake Skin Care Plan	Complete
8/4/2004 16:19	Obtain MD Order for Specialty Mattress - Chart as Done	Obtain MD Order for Low Airloss Mattress (Stage IV)	Pending
Continuous	Belongings List	Belongings	Pending

Patient Care Task List

OR:

- Right click on task and select "chart as done". A check mark will be updated in the square left of the task indicating that the task has been completed.

The screenshot shows a software window titled "Task List" with a menu bar (Task, Edit, View, Task List, Options, Help) and a toolbar. Patient information is displayed at the top: Age 74 Yrs, Sex Female, Location, DOB 07/20/1930, MRN, Fin Number, and Admit/Discharge dates. A tabbed interface includes "Pt. Info", "Flowsheet", "List Flowsheet", "Clinical Notes", "Orders", "Task List", "Vitals", "I/O", "Assessments", "PM/R", "Respiratory", "Nutrition", "Forms", "Overview", and "Teaching". The "Task List" tab is active, showing a table with columns for "Task Description", "Mnemonic", and "Task Status". A context menu is open over a task, listing options like "Chart Done", "Chart Not Done...", "Ad Hoc Charting...", "Reschedule This Task...", "Order Info...", "Order Comment...", "Create Admin Note...", "Reference Manual...", "Task Info...", "select All", and "Deselect All". The "select All" option is highlighted, and a checkmark is visible in the square to the left of the task row.

	Task Description	Mnemonic	Task Status
<input type="checkbox"/>	Intake & Output	Intake & Output	Pending
<input type="checkbox"/>	Physical Assessment Daily	Physical Assessment	Pending
<input type="checkbox"/>	Devices/Equipment	Devices/Equipment	Pending
<input checked="" type="checkbox"/>	Vital Signs & Height/Weight - IP	Vital Signs Inpatient	Overdue
<input type="checkbox"/>	Accountability	Accountability	Pending
<input type="checkbox"/>	Intake & Output	Intake & Output	Pending
<input type="checkbox"/>	Physical Assessment Daily	Physical Assessment	Pending
<input type="checkbox"/>	Devices/Equipment	Devices/Equipment	Pending
<input checked="" type="checkbox"/>	Vital Signs & Height/Weight - IP	Vital Signs Inpatient	Overdue
<input type="checkbox"/>	Accountability	Accountability	Pending
<input checked="" type="checkbox"/>	Initiate Skin Care Plan - Chart as Done	Initiate Skin Care Plan	Complete
<input type="checkbox"/>	Obtain MD Order for Specialty Mattress - Chart as Done	Obtain MD Order for Low Airloss Mattress (Stage IV)	Pending
<input type="checkbox"/>	Belongings List	Belongings	Pending