

## Allied Health Multi-Patient Task List

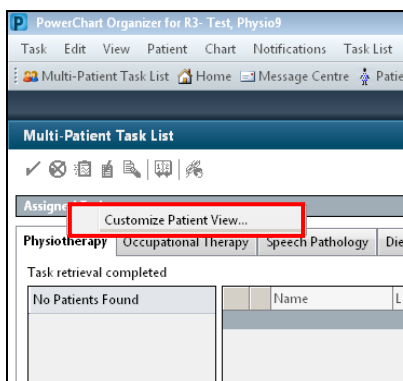
Quick reference guide



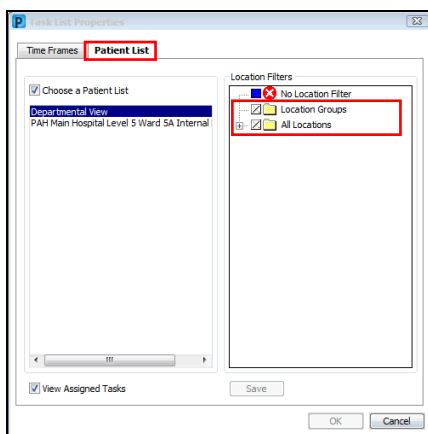
You will need to add a patient list before utilising the Multi-Patient Task List. Refer to [Patient List QRG](#) for assistance with this.

### Add Patient List to Multi-Patient Task List

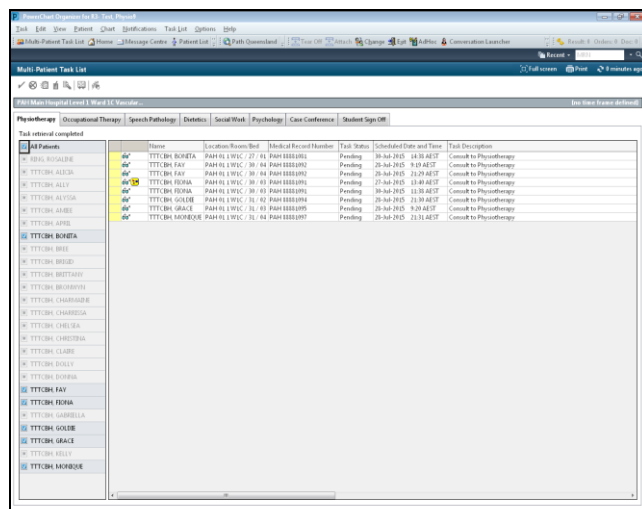
1. Ensure the tab associated with your work profession is selected e.g. Physiotherapy if you are a physiotherapist.
2. Place your mouse on the grey Department View bar and right click over the words *Assigned Task* to assign a patient list to the Multi-Patient Task List



3. Click *Customize Patient View*
4. From the *Patient List* tab, select the patient list you want to assign. From the location filters, ensure the correct hospital is selected.



5. Click *OK* and you can see a list of all the consult orders for patients in that location that are related to your profession.



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Do not use the *Student Sign off* tab. *InProcess*/draft *PowerForms* may appear on the *Multi Patient Task List*, however not all relevant *PowerForms* will appear here, so please navigate to the *Forms* menu in the patient's chart to review, complete or authorise *InProcess PowerForms*.