

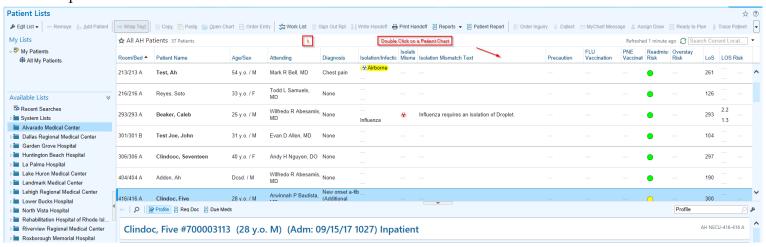
The Work List

The Work List lets nurses, respiratory therapists, and other clinicians view, document, and organize the tasks required to care for patients. It's a to-do list of daily responsibilities that is shared by all of the clinicians who have access to the patient's hospital chart.

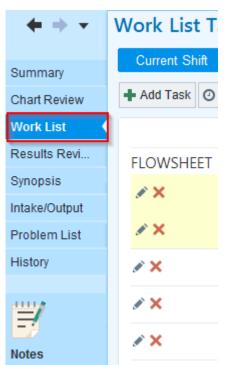


Try It Out

1. Open a Patient's chart.



2. In the Chart look for the Work List Activity.



3. This is the Header of the Work List Activity.



- a. Selects the Current Shift
- b. Enables you to skip the shift date range forward and backward

- c. Is a calendar to choose a specific day
- d. Selects the Overdue Tasks for the patient.
- e. Enables you to include Completed or Discontinued tasks to the view
- f. Is the Customization Wrench



- 4. Each individual task contains different components.
 - a. The Doc button enables you to document that task.
 - b. The Skip button enables you to skip that task.
 - c. The Flowsheets shortcut takes you to the flowsheet rows corresponding to that task.



You Can Also...

Discontinue tasks by clicking the Red x on the left of the task.

