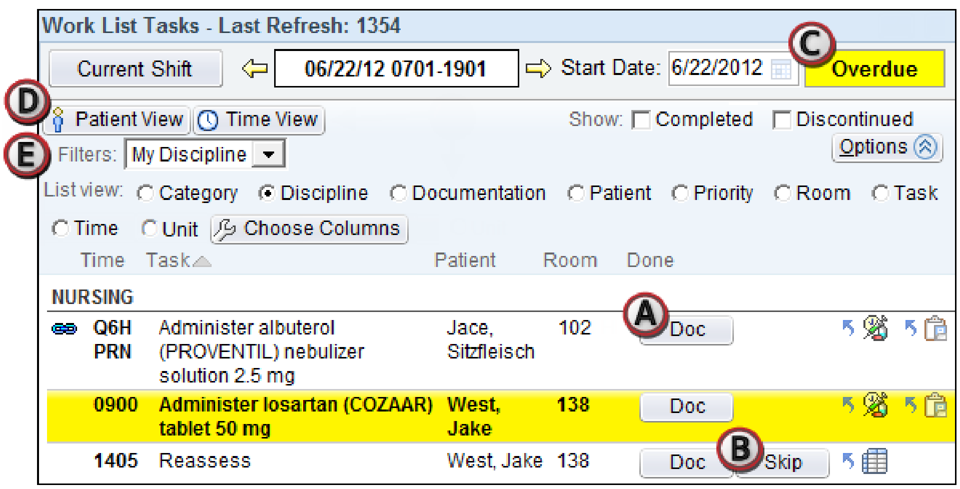
Work List

Review and complete the day's tasks

When you're starting or ending your shift and want to see a list of tasks for all your patients, open your My Patients list and click **Work List**. Work List tasks include upcoming medications, flowsheet documentation, and labs to collect, as well as other time-based tasks. To see tasks for just one patient, open the Work List in that patient's chart.

Review tasks

A. Jump to the appropriate flowsheet row or med administration window for a task by clicking **Doc**.
B. Remove a task by clicking **Skip**. It falls off your list but is not marked as complete.
C. To see only overdue tasks, click **Overdue**.
D. Click **Patient View** or **Time View** to organize your tasks by patient or task due time. You can also select a different list view, such as Discipline. The system saves your view preference, but this doesn't change what others see.
E. Apply filters to narrow down the list of tasks that appear. For example, you can view only medications or flowsheet documentation. The system doesn't save your filter preference.



Complete tasks

Different Work List tasks can be completed in different ways. When you complete a task, it falls off your list.

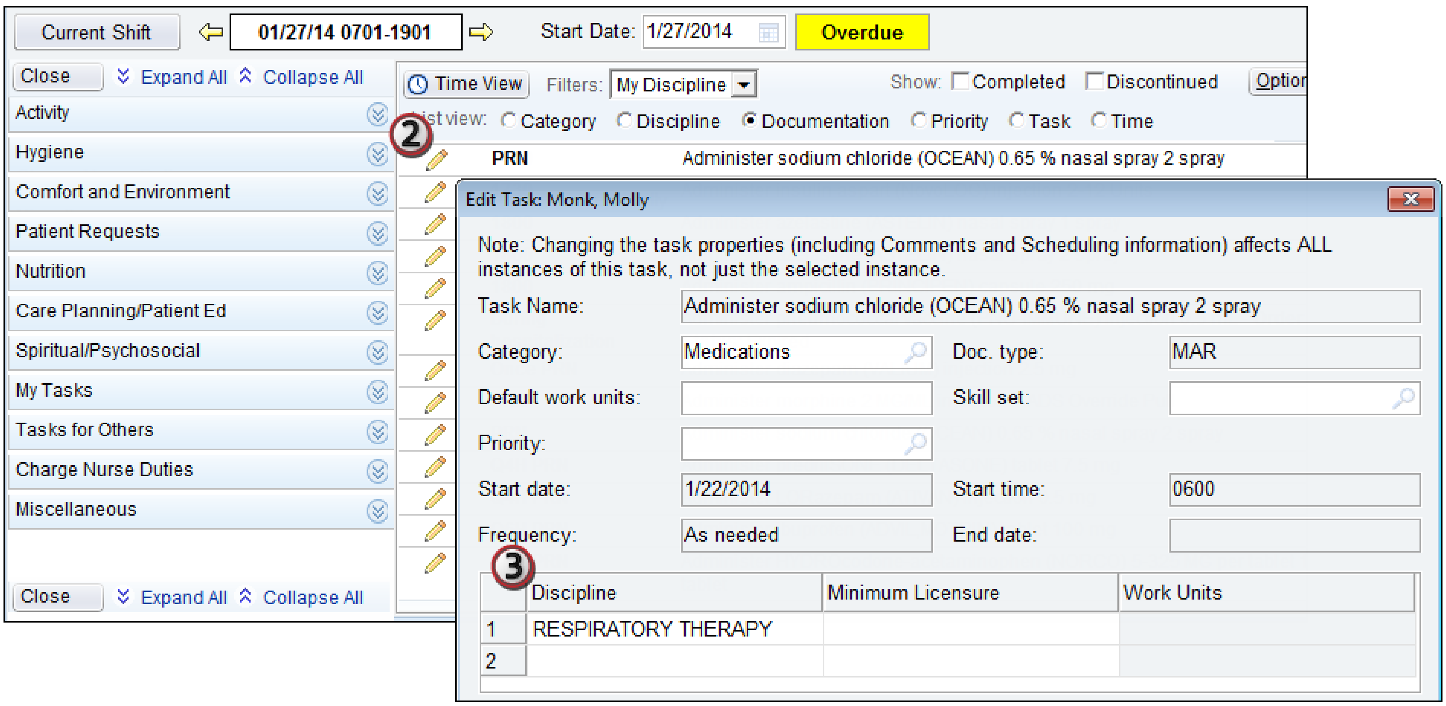
- Click **Doc** for Flowsheet and MAR tasks to complete documentation.
- Click **Done** to complete tasks that don't require documentation, such as accompanying the patient to the hospital chapel.

	To see a more complete context for your documentation, jump to the activity from the Work List. Click to jump to the MAR, or to jump to Flowsheets.

Change a task's discipline

Change the discipline of a task if someone with another discipline should complete it. For example, if a respiratory care practitioner should administer a nasal spray, you can change the discipline of that task to Respiratory Therapy.

1. Click **Task Management** at the bottom of the Work List. A pane opens on the left and icons appear beside each task.
2. Click beside the task that you want to change. The Edit Task window opens.
3. In the Discipline field, change the discipline. You can add more than one discipline.
4. Click **Accept**. The task now appears with the discipline you added. Clinicians with that discipline see the task on their Work Lists.



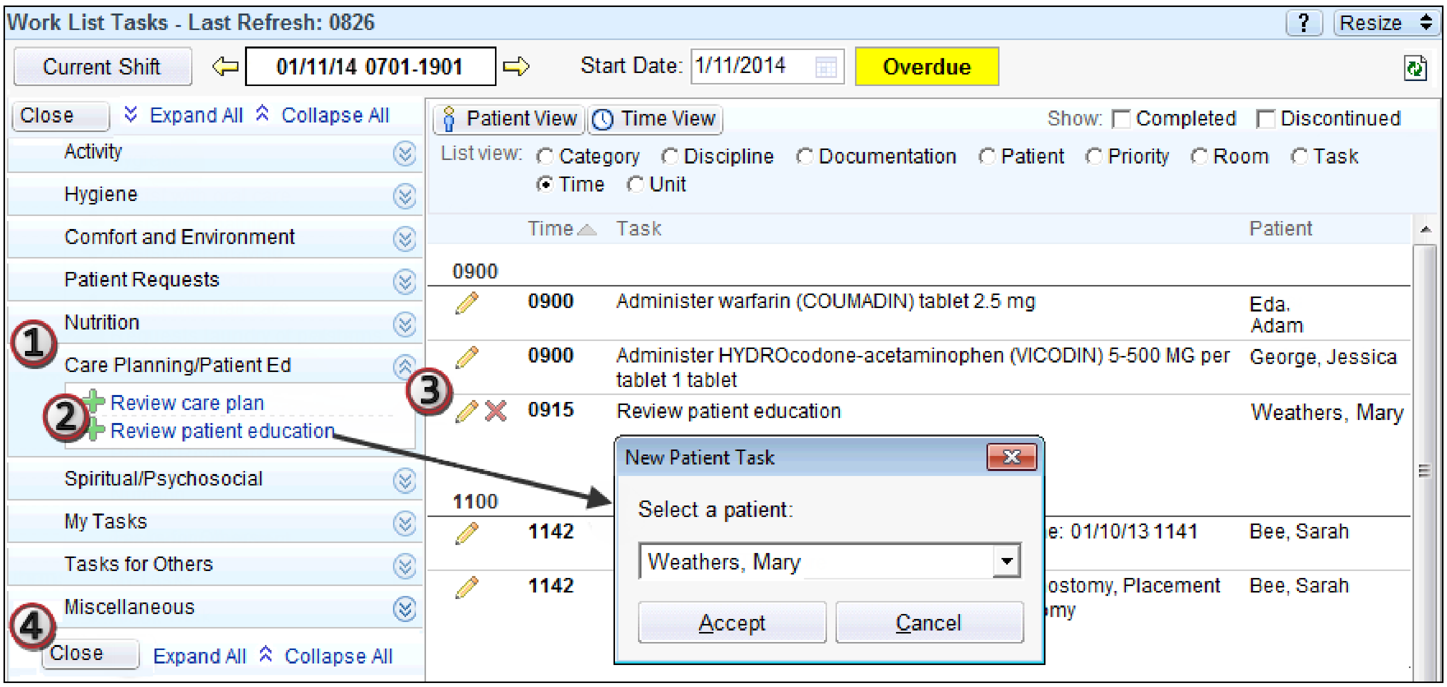
Add tasks to the Work List

To remind yourself and your coworkers to complete other tasks, add new tasks to the Work List that don't appear automatically. For example, you might add a task to remind a nursing assistant to ambulate a specific patient. You can add tasks that appear for you and other clinicians or tasks that appear just for you. You can also create your own tasks from scratch.

To start adding tasks, click **Task Management** in the bottom left corner of the Work List. A pane appears on the left side of the screen.

Add tasks for yourself and others

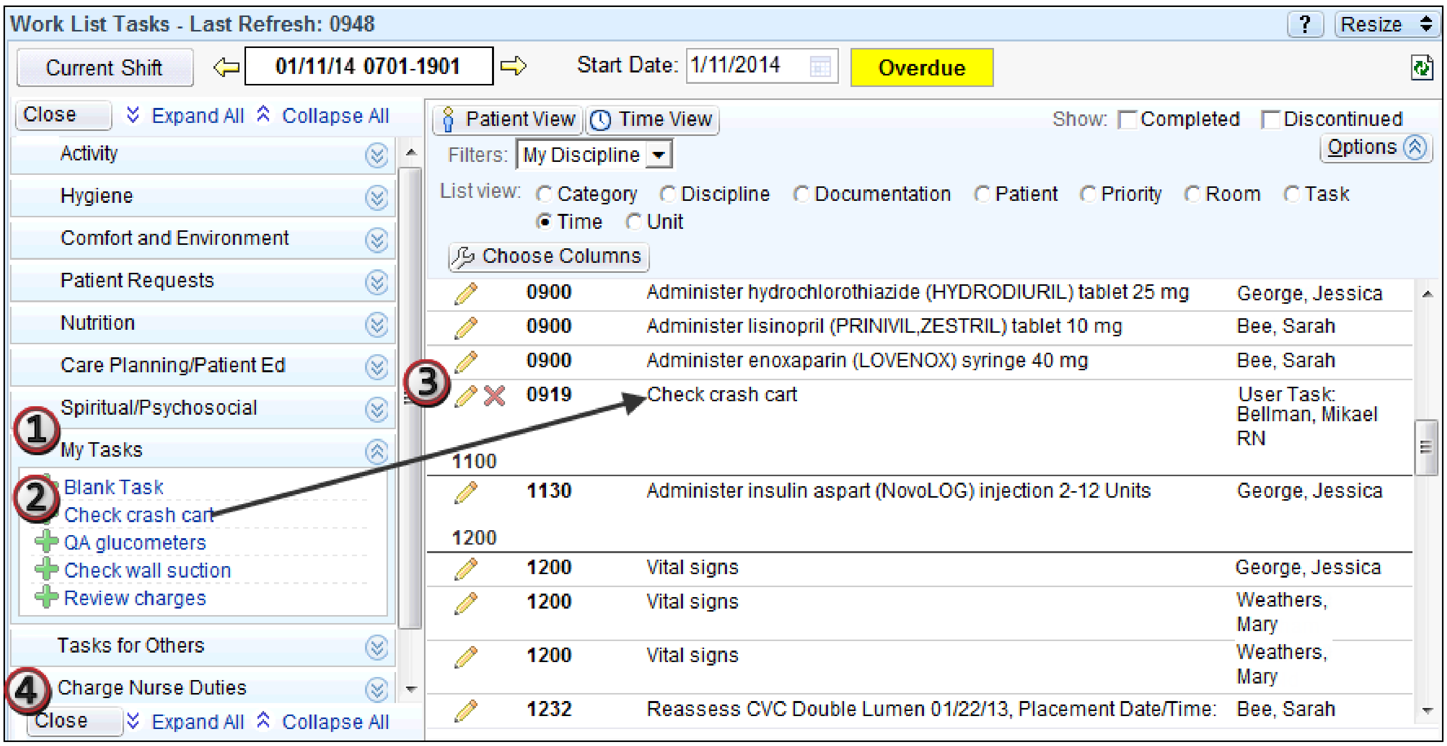
1. Click a heading to open a list of related tasks. For example, if you click Care Planning/Patient Ed, you can choose from tasks such as **Review care plan** or **Review patient education**.
2. Click the task that you want to add to the Work List. If you're viewing the multi-patient Work List, select the patient the task applies to and click **Accept**. The task appears in the Work List to you and to other users who view the Work List for the patient.
3. Click to leave a comment or edit the task's details, such as the priority, frequency, start date, or start time. For example, you might want to give a task a different frequency.
4. Click **Close** to close the task management pane.



Add tasks that only you can see

If you have tasks that you're responsible for that other clinicians don't need to consider, such as tasks that aren't related to a patient, add a task that appears on only your Work List.

1. Click the My Tasks heading to view tasks that aren't associated with a patient, like ✚ **Check crash cart**.
2. Click the task that you want to add to the Work List. The task appears to you in the Work List preceded by "User Task." In the multi-patient Work List, the task appears with your name in the Patient column preceded by "User Task."
3. Click ✏ to leave a comment or edit the task's details, such as the priority, frequency, start date, or start time. For example, you might want to give the task a routine priority.
4. Click **Close** to close the task management pane.



Create custom tasks for yourself and others

1. Click the Tasks for Others heading.
2. Click ✚ **Blank Task**.
3. If you're viewing the multi-patient Work List, select the patient the task applies to and click **Accept**. The Edit Task window opens.
4. Give the task a name, like "Begin Stroke Educational Session." Leave a comment or edit the task's details. Click **Accept**.
5. Click **Close** to close the task management pane.

Create a custom task that only you can see

1. Click the My Tasks heading.
2. Click ✚ **Blank Task** to create a task that isn't associated with a patient. The Edit Task window opens.
3. Give the task a name, like "Call Nursing Supervisor at 6:00 p.m. with projected capacity." Leave a comment or edit the task's details. Click **Accept**. The task appears to you in the Work List preceded by "User Task." In the multi-patient Work List, the task appears with your name in the Patient column preceded by "User Task."
4. Click **Close** to close the task management pane.

Discontinue a task that you added

Click ❌ to discontinue a task. For example, you might want to discontinue a task that you added by mistake. When you discontinue a task, the current instance and future instances of the task are removed from every Work List the task appears in.

Document breast milk from the Work List

1. In the Work List, scan the baby's barcode to open the Newborn I/O flowsheet.
2. Scan the barcode on the breast milk. The Administration window opens.
3. Enter the dose and click ✔ **Accept**.
4. For dual sign-off, click ✔ **Sign Off** and ask a colleague to verify the feeding. The administration dose automatically appears in the Breast Milk Dose flowsheet row.
5. When the baby is finished feeding, enter the breast milk P.O. and tube amounts in the appropriate rows.

This guide is based on Epic 2014.