

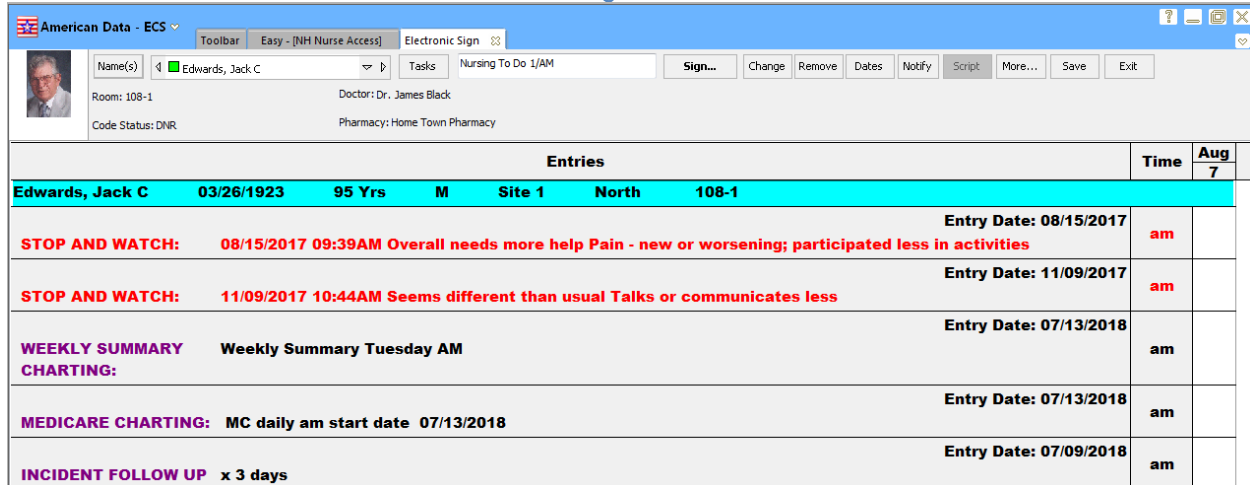
Using the Nursing To Do List

View/Sign To Do List

From the Nurse Access screen, click the **To Do List** button to open additional choices for each shift or an option for all shifts. Select your shift and click **Load**. Select name(s) and click **OK**.

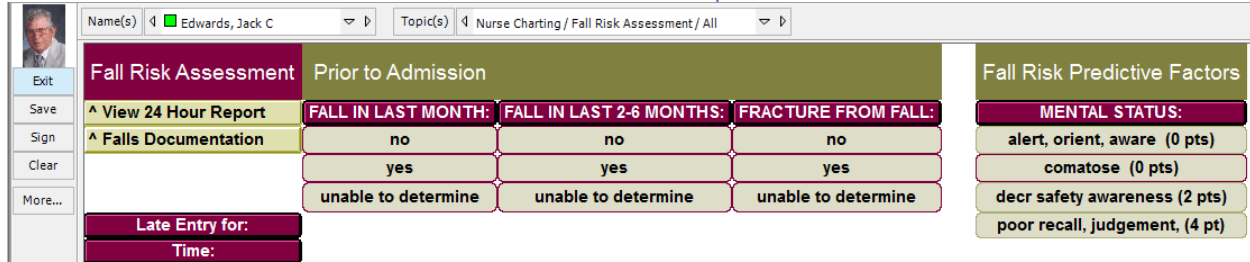
To document on a task item, click in the cell on the right under today's date. A Write screen will load allowing the user to document the assessment/note/etc.

Nursing To Do List



Entries							Time	Aug 7
Edwards, Jack C	03/26/1923	95 Yrs	M	Site 1	North	108-1		
STOP AND WATCH:	08/15/2017 09:39AM	Overall needs more help Pain - new or worsening; participated less in activities					Entry Date: 08/15/2017	am
STOP AND WATCH:	11/09/2017 10:44AM	Seems different than usual Talks or communicates less					Entry Date: 11/09/2017	am
WEEKLY SUMMARY CHARTING:	Weekly Summary Tuesday AM						Entry Date: 07/13/2018	am
MEDICARE CHARTING:	MC daily am start date 07/13/2018						Entry Date: 07/13/2018	am
INCIDENT FOLLOW UP	x 3 days						Entry Date: 07/09/2018	am

Write screen example



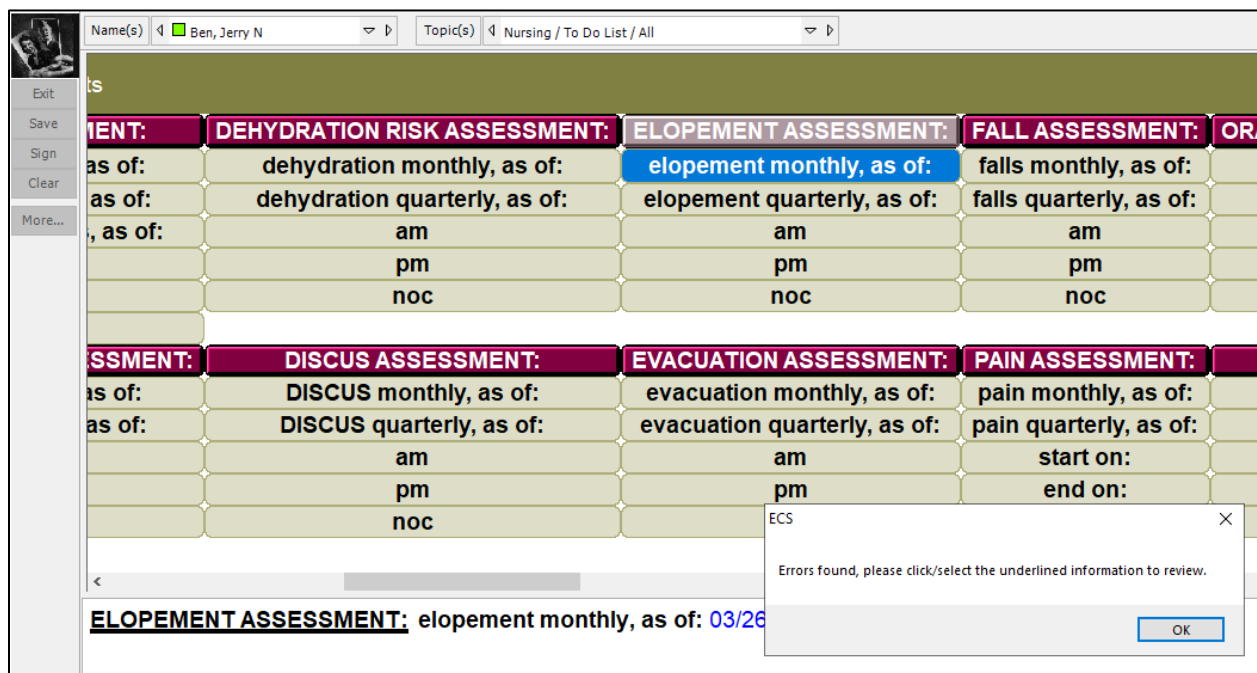
Fall Risk Assessment		Prior to Admission			Fall Risk Predictive Factors	
Exit	Save	View 24 Hour Report	FALL IN LAST MONTH:	FALL IN LAST 2-6 MONTHS:	FRACTURE FROM FALL:	MENTAL STATUS:
Sign	Clear	Falls Documentation	no	no	no	alert, orient, aware (0 pts)
More...			yes	yes	yes	comatose (0 pts)
			unable to determine	unable to determine	unable to determine	decr safety awareness (2 pts)
		Late Entry for:				poor recall, judgement, (4 pt)
		Time:				

Document a note by working from left to right and clicking on question words and canned phrases. Add additional free type if prompted or where necessary. When finished documenting on this screen, click **Sign**. This will save the entry and load the next Write screen or take the user back to the To Do List.

When finished charting on the To Do List, click **Save** to save initials and **Exit** to return to the Nurse Access screen. When the To Do List closes, an Exception Report will display showing items on the To Do List that were left blank. The user may choose **Return** to open the To Do List again or **Exit** to go back to the Nurse Access screen.

Add items onto the To Do List

- To initiate an item onto the Nursing To Do List, click the **Edit To Do List** button, select name(s), and click **OK**.
- A Write screen will appear. Entries appearing at the bottom of the screen show what is already active in the To Do List for this resident.
- Working from left to right, select items to add to the nursing to do list. Select a start date, and an end date if desired. Select a shift, if prompted to do so. Click **Sign** once finished entering all items to be added to the list.
 - As you select each item that needs to be assigned, make sure that you are selecting all required pieces within the column. If not, you will receive an error message upon saving the entry. The error message will state "Errors found, please click/select the underlined information to review." Click **OK** onto the message. Click onto the word(s) that is underlined to see which required words are missing from the entry (typically, it is a shift word). Once you have determined the missing word(s), select it from the screen and click onto **Sign** again.

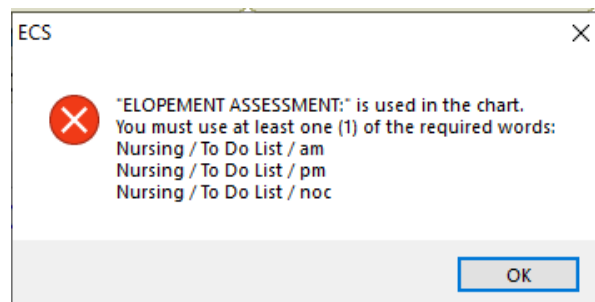


ASSESSMENT:	DEHYDRATION RISK ASSESSMENT:	ELOPEMENT ASSESSMENT:	FALL ASSESSMENT:	OR
as of:	dehydration monthly, as of:	elopement monthly, as of:	falls monthly, as of:	
as of:	dehydration quarterly, as of:	elopement quarterly, as of:	falls quarterly, as of:	
, as of:	am	am	am	
	pm	pm	pm	
	noc	noc	noc	
ASSESSMENT:	DISCUS ASSESSMENT:	EVACUATION ASSESSMENT:	PAIN ASSESSMENT:	
as of:	DISCUS monthly, as of:	evacuation monthly, as of:	pain monthly, as of:	
as of:	DISCUS quarterly, as of:	evacuation quarterly, as of:	pain quarterly, as of:	
	am	am	start on:	
	pm	pm	end on:	
	noc			

ELOPEMENT ASSESSMENT: elopement monthly, as of: 03/26

Errors found, please click/select the underlined information to review.

OK



ECS

✘ "ELOPEMENT ASSESSMENT:" is used in the chart.
You must use at least one (1) of the required words:
Nursing / To Do List / am
Nursing / To Do List / pm
Nursing / To Do List / noc

OK

Remove items from the To Do List

1. To remove an item from the Nursing To Do List, click the **Edit To Do List** button, select name(s), and click **OK**.
2. A Write screen will appear.
3. Click **Full** on the bottom portion of the screen to view all current active entries.
4. Click onto an active entry or several entries that need to be removed to turn them red.
5. Click onto **Edit** and select **Discontinue** or **Discontinue All**.
6. This will turn the highlighted entry or entries gray indicating that they will no longer appear on the To Do List.