



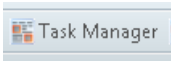
## EMR Quick Reference Guide

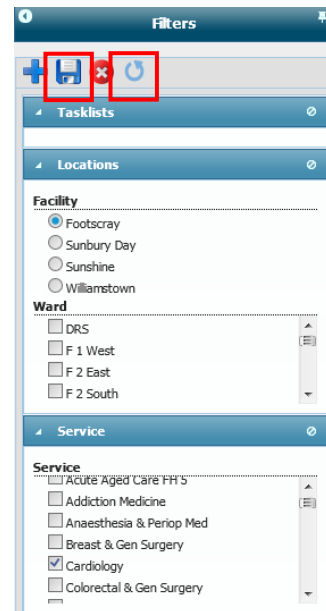
### Task Manager



Task Manager is a useful tool for:

- a) managing non-urgent ward tasks and
- b) receiving/reviewing/responding to inpatient consult referrals

It will NOT replace the paging system or verbal communication with colleagues.

1. Click on  in the navigational toolbar.
2. Select **Facility**, **Service** and **Ward** (optional).
3. Click the 'generate list' button or click the floppy disc icon to name and save your list.
4. Any tasks that have been sent to **your unit** should populate. *(These are all "Orders" that have been placed by others and sent to your unit, not you as an individual doctor).*



5. Click on any task and select  or  to see further information, e.g. reason for consult.
6. Note options are:-
  - a) "Acknowledge" to notify the referring clinician their task has been viewed but not yet completed.
  - b) "Complete" when you have completed the task and want it to disappear from this list.
  - c) "Cancel" for reasons including inappropriate referral, task no longer necessary, patient refused etc.
7. Click the patient's name to view their medical record.

<u>Systemestina, Correa MRS</u> - 28 Years F Footscray/F 2 East/R02 Vascular Surgery	UR#: 1558155	DOB: 29/03/1990	Routine	Callback #: 123	Consult to Medical Specialty 03/05/2018 14:43	<input type="radio"/> Acknowledge <input type="radio"/> Complete <input type="radio"/> Cancel
<u>Krslovic, Kathy MRS</u> - 65 Years F Footscray/F 2 East/R16 Endocrine & Gen Surgery	UR#: 829387	DOB: 30/10/1952	Routine	Callback #: 45432	IV Resite-Doctor Order 14/09/2017 15:19	<input checked="" type="radio"/> Acknowledge <input type="radio"/> Complete <input type="radio"/> Cancel