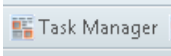


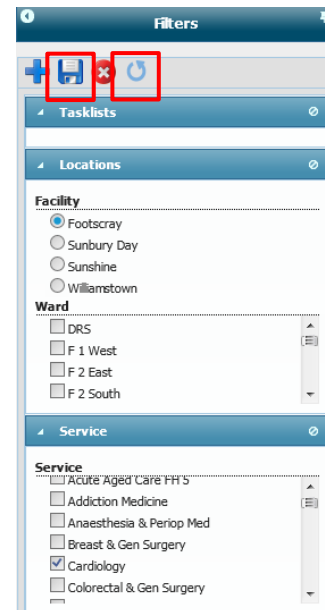




Task Manager is a useful tool for:

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

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

- Click on  in the navigational toolbar.
- Select **Facility**, **Service** and **Ward** (optional).
- Click the 'generate list' button or click the floppy disc icon to name and save your list.
- 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).*



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

Systemesting, Correa MRS - 28 Years F	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
Krslovic, Kathy MRS - 65 Years F	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