

Department Management

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Version 14.19

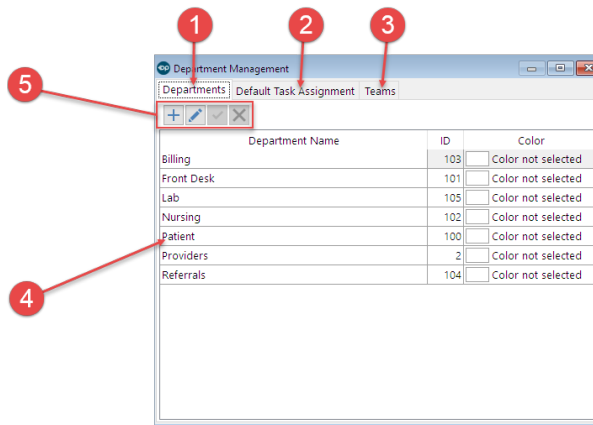


This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.

About Department Management

Path: Practice Management tab > Departments button

Departments allow you to designate areas of your practice in which certain types of tasks are performed, such as Billing, Front Desk, Medicine, Nursing, and Referrals. Departments are integral to practice management, as checklist tasks, order worksheet tasks and, messages can be assigned to departments. Task Types may be defaulted to a specific department. The Department Management window adds a department, edits a department, and assigns default tasks to specific departments.



Department Management Map

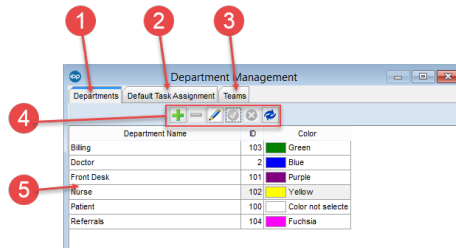
Number	Section	Description
1	Departments tab	The Departments tab creates and modifies departments. Departments may not be deleted.
2	Default Task Assignment	The Default Task Assignment tab assigns departments to specific task types.
3	Teams tab	The Teams tab creates and modifies teams. The use of team is optional.
4	Function Buttons	The function buttons add a department, edit a department, save the addition or change, or cancel the addition or change.
5	Department Grid	The Department grid displays the name, ID, and color selection for each department.

Version 14.10

About Department Management

Path: Utilities Menu > Manage Practice > Departments (Keyboard Shortcut keys: [Alt][U][P][D])

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3	Teams tab	The Teams tab creates and modifies teams. The use of team is optional.
4	Function Buttons	The function buttons add a department, edit a department, save the addition or change, edit the addition or change, and refresh the department data.
5	Department Grid	The Department grid displays the name, ID, and color selection for each department.