Important Content Update Message
We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

Assign Default Tasks to Specific Departments

Last Modified on 01/02/2020 3:22 pm EST

Version 14.19

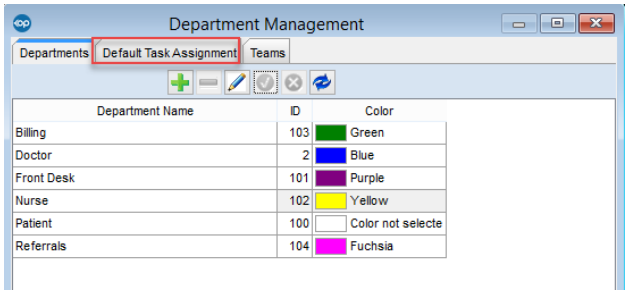
Utilities > Manage Practice > Departments

Overview

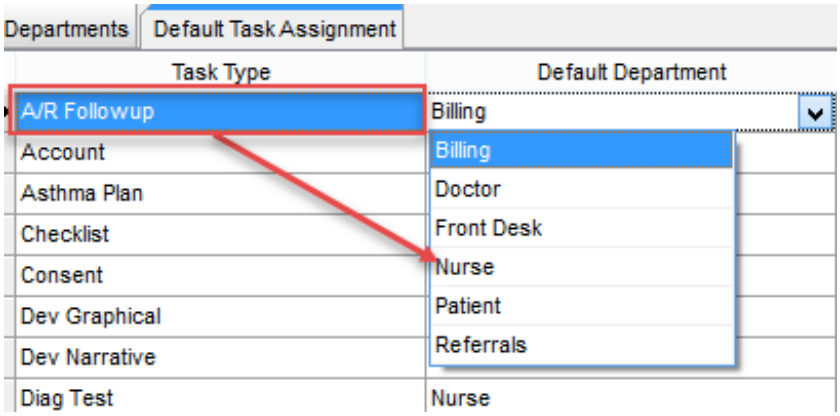
Task types such as Diagnostic Test, Vaccine, Referral Letter and Schedule are assigned to specific departments in the Checklist Template Administration form. Setting task types to default departments enables the Order Worksheet to function properly when assigning tasks to staff members.

Assign or Edit Task Types

1. Click the Utilities button on the menu toolbar.
2. Select **Manage Practice**.
3. Select **Departments**.
4. Click on the **Default Task Assignment** tab.



5. Highlight the **task type** in the column on the left.
6. Select the correct **Department** from the Default Department drop-down menu.



Version 14.10

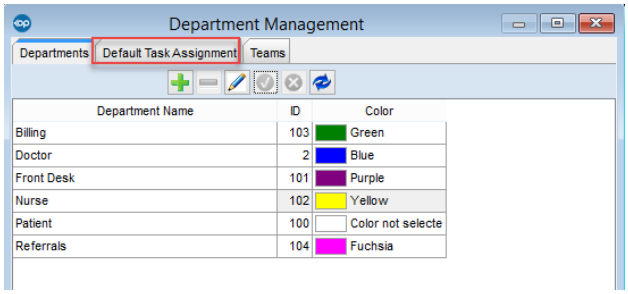
Utilities > Manage Practice > Departments

Overview

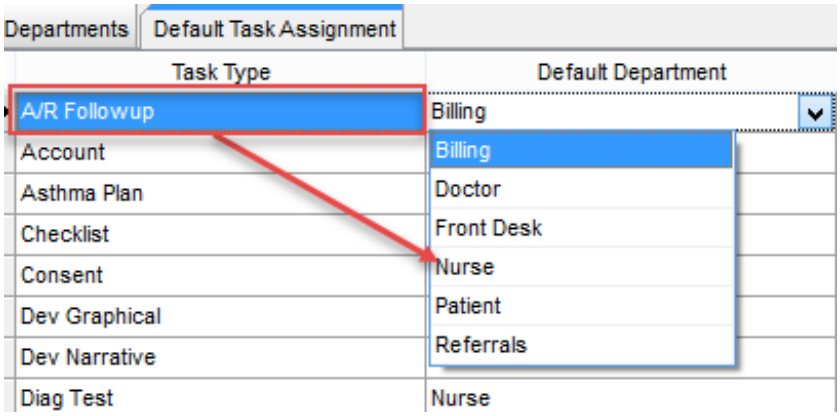
Task types such as Diagnostic Test, Vaccine, Referral Letter and Schedule are assigned to specific departments in the Checklist Template Administration form. Setting task types to default departments enables the Order Worksheet to function properly when assigning tasks to staff members.

Assign or Edit Task Types

1. Click the Utilities button on the menu toolbar.
2. Select **Manage Practice**.
3. Select **Departments**.
4. Click on the **Default Task Assignment** tab.



5. Highlight the task type in the column on the left.
6. Click on the dropdown button in the **Default Department** column and select the correct department.
7. Exit when finished.


Departments
Default Task Assignment
Task Type
Default Department
A/R Followup
Billing
Account
Asthma Plan
Checklist
Consent
Dev Graphical
Dev Narrative
Diag Test
Nurse
Billing
Doctor
Front Desk
Nurse
Patient
Referrals