

Patient Chart: Tasks

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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.

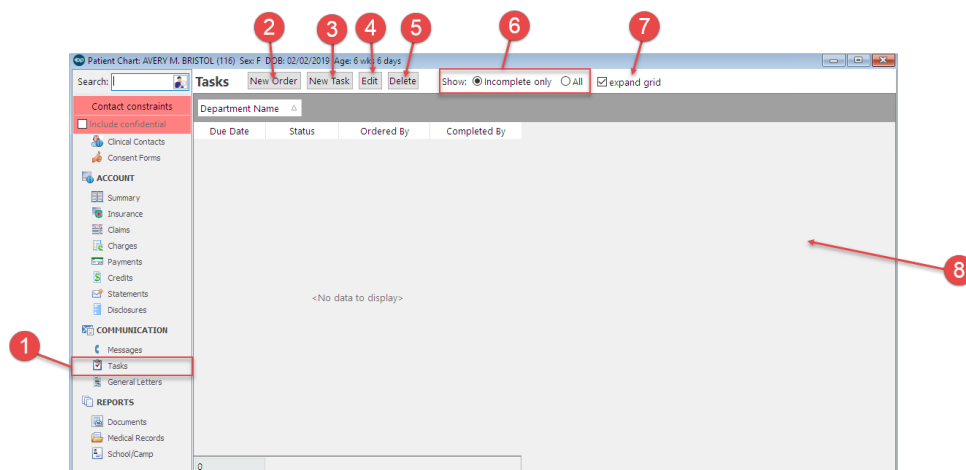
About Patient Chart: Tasks

Path: Clinical, Practice Management, or Billing tab > Patient Chart button > Tasks

The Tasks window contains the Patient's Checklist within the Chart window. Orders and Tasks can be opened and created from here. Also, Tasks currently listed in the Tasks grid can be edited and deleted from this tab.



Note: Just like a paper chart, the electronic chart in OP contains personal health information and should be kept protected and confidential. Always close all windows on your screen and log out of OP when you are not at your workstation.



Patient Chart: Tasks Map

Number	Section	Description
1	Tasks button	The Tasks button accesses the Tasks window in the patient's chart.
2	New Order	The New Order button adds an Order to the patient's chart using the Order Worksheet .
3	New Task	The New Task button opens the Add Tasks to a Patient's Checklist window where you can add a single Task to the patient's chart.
4	Edit button	The Edit button edits a selected Task in the Task List grid.
5	Delete button	The Delete button removes a selected Task from the Task List grid.
6	Show radio buttons	The Show radio buttons determine what is viewable in the Task List grid. <ul style="list-style-type: none"> Incomplete only: displays Tasks that still need to be completed.

		<ul style="list-style-type: none"> • All: displays all Tasks in the Task List grid.
7	Expand grid	The Expand grid checkbox expands and collapses the categories within the Task List grid.
8	Task grid	The Task List grid lists the Tasks for the patient. Tasks that can be viewed in this grid are determined by the Show radio buttons.

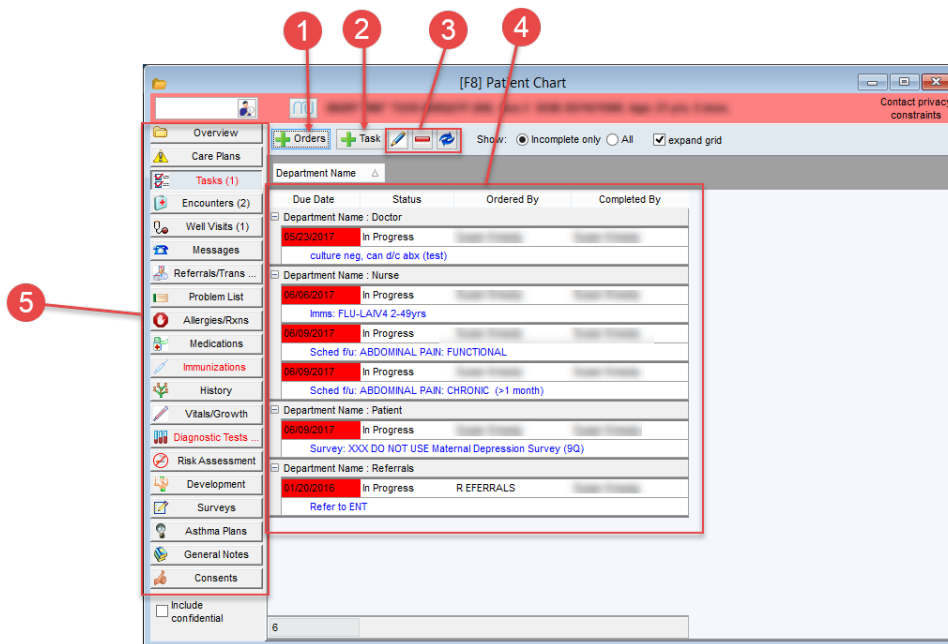
Version 14.10

About the Patient Chart: Tasks Tab

Path: Smart Toolbar > Chart button > Tasks tab

The Patient Chart is the central point of access to all areas of a patient's complete Medical record. Use the Patient Chart to access and maintain patient records. The Tasks tab open the Patient's Checklist within the Chart window. Orders and tasks can be opened and created from this tab. Also, tasks currently listed in the tasks grid can be edited and deleted from this tab.

Note: Just like a paper chart, the electronic chart in OP contains personal health information and should be kept protected and confidential. Always close all windows on your screen and log out of OP when you are not at your workstation.



Patient Chart: Tasks Tab Map

Number	Section	Description
1	+ Orders button	The + Orders button opens the Orders Worksheet . The Orders Worksheet assigns tasks to departments within the practice. Tasks can be associated to an encounter or well-visit template and automatically populate the Order Worksheet. Tasks can also be assigned through each of the tabs located on the Order Worksheet.
2	+ Tasks button	The + Tasks button opens the Add Tasks to a Patient's Checklist window. This window adds tasks to the patient's chart.

3	Function buttons	The function buttons are used to edit, delete, or refresh items in the current task list.
4	Task List grid	Displays the patient's current task list with status indications (In Progress, Not Started, Completed, etc). Tasks marked complete will disappear from the task list grid.
5	Left tabs	<p>The left tabs open a different section within the patient's medical records. The Patient Chart contains the following left tabs:</p> <ul style="list-style-type: none"> • Overview • Care Plans • Tasks • Encounters • Well Visits • Messages • Referrals/Trans • Problem List • Allergies/Rxns • Medications • Immunizations • History • Vitals/Growth (Vitals/Growth Charts) • Diagnostic Tests • Risk Assessment • Development • Surveys • Asthma Plan • General Notes • Consents