

# Streamlining the Electronic Paperwork: Worklists, Batch Sign & Tasklists



**Help Desk**  
423-282-6122

May 13, 2015

# Your Worklist

**[R] TEST, BOBBY** Age: 36 Years DOB: 03/03/1979 MRN: 001000647052001  
 Sex: F PCP: Bodhis, Melania FYI: FYI  
 Allergies: Med & Non Med H Phone: (423)111-1111

Clinician Worklist Patient Name: [Search] [Filter] [Commit] [Pat Loc] [Status]

**Iodine Allergy Latex Allergy Patient does not speak English Patient has a caregiver Pt likes people, with salt and pepper**

Patient Name	Location	Status	L/S Last U	Oldest Itc
Allscripts, Allison				26Sep20...
ALLSCRIPTS, NATHAN				30Jan20...
SUPERUSER, DAREDEVIL				12May20...
<b>TEST, BOBBY</b>				<b>13Jun20...</b>
TEST, BRIDGET				09Mar20...
TEST, COURTNEY				24Oct20...
TEST, JENNIFER				13Jun20...
TEST, TONY				27Aug20...

**Unauthorized - Requires Signature**  
 Amphetamine-Dextroamphetamine 30 MG Oral Tablet (Adderall 30 MG Oral Tablet); TAKE 1 TABLET DAILY AS DIRECTED;  
 Therapy: 12Jun2014 to (Evaluate: 12Jul2014); Last Rx: 12Jun2014; Status: UNAUTHORIZED - Requires Signature Ordered  
 Rx By: ALLSCRIPTS, Provider; Dispense: 30 Days ; #30 Tablet; Refill: 0;  
 For: Attention deficit disorder of adult; DAW = N; Print Rx; Last Updated By: Logan, Jennifer; 06/12/2014 11:22:57 AM

**Active - Retrospective Authorization**  
 HumaLOG 100 UNIT/ML Subcutaneous Solution; USE AS DIRECTED;  
 Therapy: 28May2014 to (Last Rx: 28May2014); Status: ACTIVE - Retrospective Authorization Ordered  
 Rx By: Logan, Jennifer; Dispense: 0 Days ; #12 ML; Refill: 0;  
 For: Diabetes mellitus; DAW = N; Call Rx  
 Pioglitazone HCl - 45 MG Oral Tablet (Actos 45 MG Oral Tablet); TAKE 1 TABLET ONCE DAILY;  
 Last Rx: 12Jun2014; Status: ACTIVE - Retrospective Authorization Ordered  
 Rx By: ALLSCRIPTS, Provider; Dispense: 30 Days ; #30 Tablet; Refill: 1;  
 For: Diabetes mellitus; DAW = N; Record; Last Updated By: Logan, Jennifer; 06/12/2014 10:55:34 AM  
 Lisinopril 20 MG Oral Tablet; TAKE 1 TABLET DAILY;  
 Therapy: 13Jun2014 to (Evaluate: 28Jun2014); Last Rx: 13Jun2014; Status: ACTIVE - Retrospective Authorization Ordered  
 Rx By: Logan, Jennifer; Dispense: 15 Days ; #15 Tablet; Refill: 0;  
 For: Hypertension; DAW = N; Call Rx

View Void **Authorize** Completed Today Completed On Order D/C Enter in Error Cancelled Verify Edit Edit Selected Update Provider Print Results Annotate

Rather than doing all of your work from the Task List, try starting from your **Worklist**. A single click on the patient's name on the left lets you see what needs attention on the right. Items that will pull into your Worklist include meds that require authorization, as well as labs and radiology results that need verification.

# Your Worklist

The screenshot displays a medical software interface with a top navigation bar including tabs like Daily, Clinical Desktop, New Note, Task List, Batch Sign, Encounter Form, Diagnosis, Visit Charges, Procedure Charges, Appointments, and Worklist. The main area is divided into a patient information header, a patient list table, and a detailed view of a selected item.

**Patient Information:**

- [R] TEST, BOBBY**
- Age: 36 Years, Sex: F, DOB: 03/03/1979
- PCP: Bodhis, Melania, H Phone: (423)111-1111
- MRN: 001000647052001, FYI: FYI
- Allergies: Med & Non Med

**Patient List Table:**

Patient Name	Location	Status	L/S Last U	Oldest Itc
Allscripts, Allison				26Sep20...
ALLSCRIPTS, NATHAN				30Jan20...
SUPERUSER, DAREDEVIL				12May20...
TEST, BOBBY				13Jun20...
TEST, BRIDGET				09Mar20...
TEST, COURTNEY				24Oct20...
TEST, JENNIFER				13Jun20...
TEST, TONY				27Aug20...

**Item Details (Active - Retrospective Authorization):**

- Pioglitazone HCl - 45 MG Oral Tablet (Actos 45 MG Oral Tablet); TAKE 1 TABLET ONCE DAILY;**
- Last Rx: 12Jun2014; Status: ACTIVE - Retrospective Authorization Ordered
- Rx By: ALLSCRIPTS, Provider; Dispense: 30 Days ; #.30 Tablet; Refill: 1;
- For: Diabetes mellitus; DAW = N; Record; Last Updated By: Logan, Jennifer; 06/12/2014 10:55:34 AM
- Lisinopril 20 MG Oral Tablet; TAKE 1 TABLET DAILY;**
- Therapy: 13Jun2014 to (Evaluate 28Jun2014); Last Rx: 13Jun2014; Status: ACTIVE - Retrospective Authorization Ordered
- Rx By: Logan, Jennifer; Dispense: 15 Days ; #.15 Tablet; Refill: 0;
- For: Hypertension; DAW = N; Call Rx

**Bottom Bar:** View, Void, **Authorize** (highlighted with a red box), Completed Today, Completed On, Order D/C, Enter in Error, Cancelled, Verify, Edit, Edit Selected, Update Provider, Print Results, Annotate.

Your Worklist contains all items that require authorization or verification: i.e., labs, medications, and radiology results that are done at a MSHA location.

To authorize multiple items simultaneously, hold down the Shift key and click on the items you want to authorize. You can highlight blocks of items with the Shift key – just click the first and last items, and it will highlight everything in between. To highlight specific items, use the Ctrl key and click each item you want to authorize. Click **Authorize** to authorize all highlighted items.

# Viewing the Chart from the Worklist Tab

The screenshot displays a medical software interface. At the top, a patient header for '[R] SUPERUSER, DAREDEVIL' is visible, including fields for Sex (F), PCP, FYI (FYI), Allergies (Unknown), and HPhone ((423)123-4567). Below this is a 'Clinician Worklist' section with a toolbar. A red box highlights the 'Quick Chart' icon (a small chart with a magnifying glass) in the toolbar. A large black arrow points from this icon towards the text on the left. The worklist table below has columns for Patient Name, Location, Status, and L/S Last U. The patient 'SUPERUSER, DAREDEVIL' is highlighted in blue. A red text alert 'Afraid of the dark. Leave lights on.' is visible. An inset window titled 'Quick Chart' is open, showing the patient's chart details, including a list of 24 of 80 chart items (4 invalid and 49 audit items) with filters applied. The list includes items like 'Test Note (Test Note) - ALLSCRIPTS, Provider, Enc: 12Dec20', 'Clinical Summary (Test Note) - ALLSCRIPTS, Provider, Enc: 1', 'Test Note (Test Note) - ALLSCRIPTS, Provider, Enc: 12Dec20', 'Acute (Acute) - ALLSCRIPTS, Provider, Enc: 11Apr2014 - Char', 'Results Note (Results Note) - Logan, Jennifer, Enc: 28Feb2014', 'Established (Established) - Pizzola, Jason, Enc: 11Jul2013 - C', 'Clinical Summary (Established) - Pizzola, Jason, Enc: 11Jul201', 'BFM Return to Work or School - Gobble, Ashley, Enc: 11Jul20', and 'BFM - No Show Letter - ALLSCRIPTS, Family Medicine, Enc: 1'. The right side of the 'Quick Chart' window shows tabs for Allergies, Immunizations, Med Flowsheet, Orders, Vital Signs, and Meds. The 'Vital Signs/Findings' section is expanded, showing 'Data Includes: All' and a list of items: Systolic, Diastolic, Temperature, and Heart Rate.

If you are on the Worklist tab, and you need to view the patient's chart, you can click the QuickChart icon.

This opens the patient's Clinical Desktop in a separate window, so you can review the chart prior to verification/authorization of the item.



# Radiology Results from the Worklist

Resulted - Requires Verification

MAMMO MAMMO  
SCREEN DIGITAL  
BIL W CAD

Copeland, Rebecca Final 11May2015 04:13PM

<> RESULT TRUNCATED - OPEN ORDER VIEWER TO SEE ENTIRE RESULT <>

Test	Result	Flag	Reference
JOHNSON CITY MEDICAL CENTER			
*** Final Report ***			
Ordering Clinician: (0609			
Ct #: 1853 Med Rec #			
PROCEDURE: JMA 5675 - MAMMO SCREEN DIGITAL BIL W CAD			
ACCESSION NO: 9029861			
DATE OF EXAM: May 11 2015 4:13PM RMS ORDER NO: 90005 CPT(s): G0202, 77052			
ADMITTING DIAGNOSIS: SCREEN MAMMOGRAPHY NEC			
REASON FOR EXAM: Annual Screening V76.12			
RESULT:			
REASON FOR EXAM: Annual Screening V76.12			
RISK CATEGORY: Average lifetime risk (no primary or secondary degree relative with breast cancer or <15% risk using the Tyrer-Cuzick model which does not consider breast tissue density).			
COMPARISON DATE: April 08, 2013, April 02, 2012, February 24, 2009			
SCREENING BILATERAL MAMMOGRAM: The study was reviewed with computer aided detection.			
FINDINGS: The breasts are almost entirely fatty (favorable for mammography). There has been no interval development of suspicious microcalcifications, asymmetric densities or spiculated mass lesions.			

Single click

view

Error Cancelled Verify Edit Edit Selected Update Provider Print Results Annotate

MAMMO MAMMO SCREEN DIGITAL BIL W...

ImageLink Flowsheet

Results Results Hx Details Questions Add'l Details Charging Encounters Annotations

PROCEDURE: JMA 5675 - MAMMO SCREEN DIGITAL BIL W CAD

ACCESSION NO: 9029861

DATE OF EXAM: May 11 2015 4:13PM RMS ORDER NO: 90005 CPT(s): G0202, 77052

ADMITTING DIAGNOSIS: SCREEN MAMMOGRAPHY NEC

REASON FOR EXAM: Annual Screening V76.12

RESULT:

REASON FOR EXAM: Annual Screening V76.12

RISK CATEGORY: Average lifetime risk (no primary or secondary degree relative with breast cancer or <15% risk using the Tyrer-Cuzick model which does not consider breast tissue density).

COMPARISON DATE: April 08, 2013, April 02, 2012, February 24, 2009

SCREENING BILATERAL MAMMOGRAM: The study was reviewed with computer aided detection.

FINDINGS: The breasts are almost entirely fatty (favorable for mammography). There has been no interval development of suspicious microcalcifications, asymmetric densities or spiculated mass lesions.

IMPRESSION:

Imaging Assessment is BIRADS CATEGORY 1: NEGATIVE. No mammographic evidence of malignancy.

MANAGEMENT RECOMMENDATION: Routine annual screening mammography is recommended.

Double click

Edit Audit Task Annotate QVerify Verify... Review Print/Fax Copy Copy Selected

Clicking on your patient's name will show the radiology result; however, it is an abbreviated result. To see the entire result, you need to **double click** the result. This allows you to read the entire report, and also gives you access to the ImageLink button, so you can actually log into the PACS system and view the image, if desired.

# Sending Worklist Items to Residents for Verification and Followup

The screenshot displays a medical software interface. At the top, a patient's information is shown: **TEST, TONY**, Age: 44 Years, Sex: F, DOB: 06/11/1970, MRN: 001000772890001, Allergies: Unknown, HPhone: (123)111-1010. Below this is a 'Clinician Worklist' table with columns for Patient Name and Location. The patient 'TEST, TONY' is selected. A dialog box titled 'Encounter Selector' is open, showing a list of 'Existing Encounters' with columns for Date, Provider, and Type. The 'Update Provider' button at the bottom right of the dialog is highlighted with a red box.

Patient Name	Location
Allscripts, Allison	
ALLSCRIPTS, NATHAN	
SUPERUSER, DAREDEVIL	
TEST, BRIDGET	
TEST, COURTNEY	
TEST, JENNIFER	
TEST, TONY	

Date	Provider	Type
12 Jan 2015	ALLSCRIPTS,Provider	Appointment
05 Nov 2014	ALLSCRIPTS,Provider	Appointment
29 Jul 2014	ALLSCRIPTS,Provider	Appointment
25 Jul 2014	Herrell,Howard	Appointment
25 Jul 2014	Summers,Jeffrey	Appointment
09 Jul 2014	ALLSCRIPTS,Provider	Appointment

**Encounter Selector**

☒ Existing Encounters:

☐ New Encounter:

Date: 12 May 2015 Type:

OK Cancel

Update Provider

You can also forward items from your Worklist to your residents (or another provider) for verification. Just make sure they know to check their Worklist so nothing falls through the cracks! Click Update Provider, and choose an Encounter Date from the list of existing encounters. Click OK.

# Updating Provider

Resulted - Requires Verification

Ap Score	ALLSCRIPTS, Provider	Final	27Aug2014 12:00AM
Result	Flag	Reference	
See Below			
No Significant Level Detected			
Clinical Relevance Undetermined			
Low			
Moderate			

**Update Provider:**

**TEST, TONY 44 YO F DOB: 1** Appointment 01/12/2015

Update the Following Results: Immunocap Score

With the Following Attributes:

Ordered By: ALLSCRIPTS, Provider

☒ Verification Required

Annotation:

OK Cancel

Please select a Provider

Last Name contains allscrip

LastName	FirstName	FullName	SpecialtyDE
ALLSCRIPTS	Provider	ALLSCRIPTS,Provi	Psychiatry
ALLSCRIPTS	Midlevel Provider	ALLSCRIPTS,Midl	Family Medicine
ALLSCRIPTS	Resident	ALLSCRIPTS,Resi	Family Medicine
ALLSCRIPTS	Cardiologist	ALLSCRIPTS,Card	Cardiology
ALLSCRIPTS	Internist	ALLSCRIPTS,Inter	Internal Medicine
ALLSCRIPTS	Orthopedist	ALLSCRIPTS,Orth	Orthopedics
ALLSCRIPTS	Pediatrician	ALLSCRIPTS,Pedi	Pediatrics
ALLSCRIPTS	Otolaryngologist	ALLSCRIPTS,Otol	Otolaryngology
ALLSCRIPTS	SurgeryMD	ALLSCRIPTS,Surg	General Surgery

OK Cancel

Today Completed On Order D/C Enter in Error Cancelled Verify Edit Edit Selected Update Provider Print Results Annotate

Click the binoculars to search for the resident. Search by their last name, and then click OK.

# Updating Provider

**Update Provider**

**TEST, TONY 44 YO F DOB: 1** **Appointment 01/12/2015**

Update the Following Results: Immunocap Score

With the Following Attributes:

Ordered By: ALLSCRIPTS, Resident

☒ Verification Required

**Annotation:**

Please look at these lab results, and contact the patient with your clinical decision regarding her next step.

OK Cancel

**Resulted - Requires Verification**

Immunocap Score ALLSCRIPTS, Resident Final 27Aug2014 12:00AM

Test	Result	Flag	Reference
[27Aug2014 01:22PM ALLSCRIPTS, Resident]			
Please look at these lab results, and contact the patient with your clinical decision regarding her next step.			
Immunocap Range See Below			
< 0.10	kU/L	No Significant Level Detected	
0.10 - 0.34	kU/L	Clinical Relevance Undetermined	
0.35 - 0.70	kU/L	Low	
0.71 - 3.50	kU/L	Moderate	
3.51 - 17.5	kU/L	High	
> than 17.51	kU/L	Very High	

Enter in Error Cancelled Verify Edit Edit Selected Update Provider Print Results

You can also include comments in the Annotation field. When the resident/provider views this on his/her worklist, the comments typed in the annotation field will appear at the top of the result. The resident can then verify the lab, and contact the patient, etc.



# Verifying Labs/Go To Note

GTT Pregnancy 3HR ( 100G ); Urine HCG, Pregnancy ( Qualitative )

Patient Communications

☒ Call Pt with Results

☐ Schedule Results F/U

☐ Mail Results To Patient

☐ Send Results To Patient Portal

☐ Discussed results with patient

☐ No patient communication needed at this time

Assign delegated task to: Herrell, Howard Task Priority: Routine

Result Document ☐ Show verified results in Result Document

☐ None ☐ Incomplete

☒ New: Results Note; Internal Medicine; Logan, Jennifer

To/CC

Message To Staff

☒ Append Staff Message to Task Comment

Message To Patient

Annotations to Apply to All Results Being Verified

Verify & Go To Note Verify & Next Patient Verify Cancel

A common complaint when verifying labs is the extra step that is required to sign the note that is created automatically by the system.

Using the Worklist and the Batch Sign tab may speed up this process.

From the Worklist tab, click Call Pt with Results (or Mail Results to Patient), and add your messages (if any). Click Verify & Next Patient.

Finish verifying your labs, then go to the Batch Sign tab.

# Verify... Fields

(or, “if I type here, will this show up on the note?”)

**Call Pt with Results:** Shows up in the task which goes automatically to your nurse

**Schedule Results F/U:** Shows up in the task which goes to the front desk

**Message to Staff:** Shows up in the task to your nurse AND on the note to the patient

**Message to Patient:** Shows up in the patient note

Verify Results - Selected

TEST, BRIDGET 26 YO F DOB: 08Aug1988 Chart Update: 05/15/2015

**CBC Automated Differential**

Patient Communications:

- ☒ Call Pt with Results Please call pt and ask her to repeat labs in 3 weeks TT
- ☐ Schedule Results F/U TT
- ☐ Mail Results To Patient
- ☐ Send Results To Patient Portal
- ☐ Discussed results with patient
- ☐ No patient communication needed at this time

Assign delegated task to: Logan, Jennifer Task Priority: Routine

Result Document ☐ Show verified results in Result Document

☐ None ☐ Incomplete << Choose an incomplete Note: >>

☒ New: Results Note: Internal Medicine, Logan, Jennifer

To/CC:

Message To Staff

Message to Staff: TT

☒ Append Staff Message to Task Comment

Message To Patient

I would like to have you repeat this test in 3 weeks. My nurse will be calling you to set up an appointment time. TT

Annotations to Apply to All Results Being Verified

Annotation field - Results not bad, but would like to get them repeated in 3 weeks TT

Verify & Go To Note Verify & Next Patient Verify Cancel

# Signing Notes – Batch Sign

The screenshot shows a medical software interface with the following components:

- Top Navigation Bar:** Includes tabs for Daily, Clinical Desktop, New Note, Task List, **Batch Sign** (highlighted with a red box), Encounter Form, Diagnosis, Visit Charges, Procedure Charges, Appointments, and Worklist.
- Patient Information:** Displays [R] Allscripts, Allison. Other details include Age: 39 Years, Sex: F, Allergies: Med & Non Med, DOB: 03/10/1976, PCP: [blank], HPhone: (802)555-1112, MRN: ZZZAHS02, and FYI: FYI.
- Document Completion Tasks:** Shows a list of documents. The first document is 'Follow-Up (Follow-Up)' dated 29 Apr 2014 09:01 AM, created by ALLSCRIPTS,Provider, and marked as 'Needs Input'. Below this, it says 'Note needs more information.' and has a 'CC' button.
- Patient Care Team:** A table listing team members with columns for Care Team Member, Role, Specialty, and Office Number.
- Health Management:** A section for health maintenance tasks.
- Bottom Toolbar:** Contains buttons for New Task..., Spell, Req Corr..., Security, **Sign** (highlighted with a red box), ☒ Final, Attach to Result, **Edit** (highlighted with a red box), Save, and Cancel.

Care Team Member	Role	Specialty	Office Number
Member			
Krishnaswamy, Guha M.D.		Allergy/Immunology	
SMITH MD, MICHAEL LEE			(615) 936-8300
Maw Maw	Care Giver		
SMITH MD, NICHOLAS			(423) 952-8000
TAYLOR MD (QETSU), LESLIE A		General Surgery	(423) 439-7201
SMITH JR			(423) 636-0050
MD, ELLIOTT			
tony houston	Care Giver		
SMITH MD, PAULA R	Referring Provider		(423) 439-2241
SMITH MD, CARL			(606) 573-1004
abby allscripts	Care Giver		
Bozo the Patient	Counselor		

Health Management:

Health Maintenance

Colonoscopy: every 5 years; Last 18Sep2013; Next Due: 18Sep2018; Active

Mammogram (Screening): every 2 years; Last 14Apr2014; Next Due: 14Apr2016; Active

Pap Smear: every 1 year; Last 18Sep2013; Next Permanently Deferred

Using the Batch Sign tab is a faster way to sign off on your notes/scanned documents. Simply click on the patient's name on the left, and the document opens on the right. You can choose to Sign or Edit. Clicking Sign simply signs the document, and then pulls the next document into the queue.

# Signing Notes – Batch Sign

**Note Authoring**  
[R] Allscripts, Brad 2 YO M DOB: 13Aug2012 Chart Update: 03/13/2014

Psychiatry Note View

Commit Pat Loc Status

Dr. requires 1 hour block

**[R] Allscripts, Cameron** Age: 24 Years DOB: 03/07/1991 MRN: ZZZAHS05  
Sex: F PCP: H Phone: (802)555-1115 FYI: FYI  
Allergies: Med Only

**Document Completion Tasks**  
View: My Active Tasks Last Updated: 05/12/2015 4:57 PM

P	Patient	2 Documents
	Allscripts, Cameron	New Patient (New Patient) 16 Jan 2014 04:09 PM ALLSCRIPTS,Provider Needs Input
	SUPERUSER, BERT	Note needs more information.
	SUPERUSER, DAREDE	
	TEST, BOBBY	
	TEST, BRIDGET	
	TEST, ISABELLA	
	TEST, JENNIFER	
	TEST, MARIE	
	TEST, MONACO	

**Active Problems**

1. Allergic Rhinitis 477.9
2. Cervical Disc Degeneration 722.4
3. Cervical Spondylosis 721.0
4. Diabetes Mellitus 250.00
5. Neck Pain 723.1
6. Screening Exam V82.9
7. Thoracic Disc Degeneration 722.51
8. Abdominal Pain 789.00
9. Aspiration Pneumonia 507.0

**Past Medical History**

1. History of Esophageal Reflux 530.81
2. History of Nicotine Dependence 305.1
3. History of Short Stature 783.43

**Family History**

1. Maternal history of Breast Cancer V16.3
2. Family history of Cancer
3. Paternal grandfather's history of Cancer
4. Maternal grandfather's history of Diabetes Mellitus V18.0
5. Paternal grandfather's history of Heart Disease V17.49
6. Family history of Reported Family History Of Cancer

**Surgical History**

1. History of Appendectomy

Free text goes here.

**Current Meds**

Output Template CC

Follow-Up

Consult Letter

Referral Letter

View

Recompile Sign Spell

New Task... Spell Req Copy... Security Sign Final Attach to Result Edit Save Cancel

*You will need to Edit to fill in the Attending Note form if necessary.*

Clicking Edit takes you into the Edit mode of the chart. If the note is signed here, when you navigate back to the Batch Sign tab, if the task for that patient hasn't dropped off automatically, click the Refresh button.



# Signing Notes – Batch Sign

The screenshot shows a medical software interface with a top navigation bar containing tabs: Daily, Clinical Desktop, New Note, Task List, Batch Sign, Encounter Form, Diagnosis, Visit Charges, Procedure Charges, and Appointments. The 'Batch Sign' tab is highlighted with a red box. Below the navigation bar, the patient information for '[R] Allscripts, Brad' is displayed, including Age: 7 Years, DOB: 08/13/2012, MRN: ZZZAHS03, Sex: M, PCP: ALLSCRIPTS, Provider, FYI: FYI, Allergies: Unknown, and H Phone: (802)555-1113. The 'Document Completion Tasks' section is visible, showing a list of documents to be signed. The '2 Documents' section is highlighted with a red box, showing a table with columns for Document Type, Date, Time, Provider, and Status. The table contains one row: 'Follow-Up (Follow-Up)' on 03 Mar 2014 at 11:44 AM, by ALLSCRIPTS, Provider, with a status of 'Needs Input'. Below the table, there is a 'CC...' button. The main content area displays the patient's medical history, including Health Management, Active Problems, Past Medical History, Immunizations, Vitals, and Assessment. The bottom of the interface has a toolbar with buttons: New Task..., Spell, Red Corr..., Security, Sign, Final, Attach to Result, and Edit.

Batch Sign

[R] Allscripts, Brad

Age: 7 Years DOB: 08/13/2012 MRN: ZZZAHS03

Sex: M PCP: ALLSCRIPTS, Provider FYI: FYI

Allergies: Unknown H Phone: (802)555-1113

Document Completion Tasks

View: My Active Tasks Last Updated: 05/12/2015 4:5

2 Documents

Document Type	Date	Time	Provider	Status
Follow-Up (Follow-Up)	03 Mar 2014	11:44 AM	ALLSCRIPTS, Provider	Needs Input

CC...

Health Management

Health Maintenance

Annual Foot Exam, every 12 months; Last 10Nov2012; Next Due: 10Nov2013; Overdue

Colonoscopy, Schedule; Next Due: 08Mar2036; Active

Order Eye Exam, every 1 year; Last 07Nov2012; Next Due: 07Nov2013; Overdue

Active Problems

Chronic

1. Postcoital Bleeding (626.7)

Past Medical History

Chronic

• History of Contact With Crocodile (E906.9)

Immunizations

	1	2
DTP/DTaP	Jan 2012 (4M)	03Apr2013 (7M)
HBIG	13Ju2012 (11M)	
HB	Jan 2012 (4M)	
Influenza	17Oct2011 (2M)	Jan 2012 (4M)
Polio	Jan 2012 (4M)	
Tdap	22Mar2008 (7M)	Jan 2012 (4M)

Vitals

Vital Signs [Data Includes: Current Encounter]

\*\* Printed in Appendix #1 below.

Assessment

New Task... Spell Red Corr... Security Sign Final Attach to Result Edit

The number and type of documents that need to be signed for each patient will show at the top of this section

# Review Document Tasks from Batch Sign

The screenshot shows a medical software interface with the following elements:

- Top Navigation Bar:** Daily, Clinical Desktop, New Note, Task List, Batch Sign, Encounter Form, Diagnosis, Visit Chart.
- Patient Information:** [R] TEST, BOBBY. Age: 36 Years, Sex: F, DOB: 03/03/1979, MRN: 0010006. PCP: Bochis, Melania, FYI: FYI. Allergies: Med & Non Med, H Phone: (423)111-1111.
- Document Completion Tasks:** View: My Active Tasks. 8 Documents.
- Document List:** A table with columns for Document ID, Date, Time, and Status. The first document is highlighted with a red box: "Carbon Recipient - Please Review".
- Active Problems:** A list of 8 active problems, including Bipolar disorder, Cancer, Community acquired pneumonia, Hungry bone syndrome, Nontoxic multinodular goiter, Ophthalmoplegia internuclearis, Acute frontal sinusitis, and Acute upper respiratory infection.
- Past Medical History:** A list of 5 past medical history items, including History of Bilateral Pheochromocytoma, History of depression, History of hypertension, History of migraine headaches, and History of Acute tonsillitis.
- Social History:** A list of 3 social history items, including Current every day smoker, 1ppd x 10 years, and Never a smoker.
- Family History:** A list of 2 family history items, including Family history of Alcohol Abuse and Family history of obesity.
- Current Meds:** A section for current medications.
- Bottom Bar:** New Task..., Spell, Req. Corr..., Security, Done (highlighted with a red box), Final.

As more and more of our doctors are taking advantage of the CC functionality in the notes, you may have seen some Review Document tasks. These are notes that other MEAC/Family Medicine providers have sent for review.

From the Batch Sign tab, clicking "Done" will stamp the note as having been reviewed by you.




# Task List

Hide VIB

Tools Help Lock Logout

Daily Clinical Desktop New Note **Task List** Batch Sign Encounter Form Diagnosis Visit Charges Procedure Charges Appointments Worklist

**SUPERUSER, SUPERMAN**


Select Patient   

Age: 36 Years DOB: 01/01/1979 MRN: 001000643513501  
 Sex: F PCP: FYI: FYI  
 Allergies: No HPhone: (423)123-4567

### Task List

[Personalize](#)

View: My Active Tasks View Desc... Show: 50

Total Active Tasks: 3 Last Updated: 05/12/2015 5:40 PM 

P	D	Task	Patient	Assigned To	Created By	Created On	Status	ID	Due	MRN
		Call Back	SUPERUSER,CATWOMAN	ALLSCRIPTS,Provider	ALLSCRIPTS,Resident	05/12/2015 05:35	Active	2104583		001000643516801
		Hospital Call	SUPERUSER,SUPERMAN	ALLSCRIPTS,Provider	ALLSCRIPTS,Resident	05/12/2015 05:38	Active	2104585		001000643513501
		Medical Complaint Callback	SUPERUSER,RUDOLF	ALLSCRIPTS,Provider	ALLSCRIPTS,Resident	05/12/2015 05:36	Active	2104584		001000644320401

**Comments:**

ALLSCRIPTS,Resident - 12 May 2015 5:38 PM  
 TASK CREATED  
 Nursing home called. Patient continues to have delusions of grandeur. Wondering if he needs to be committed for more intense therapy. Please return call.

**Task About:**

No information available.

Go To... In Progress Done

Undelegate

New... Reply... Reassign... Remove... Copy To Note

Details... Original... Print List... Print Task...

Now, when you click on your Task List, it should be much more manageable, as most of the auto-generated tasks should have already been completed.