ETSUHealth

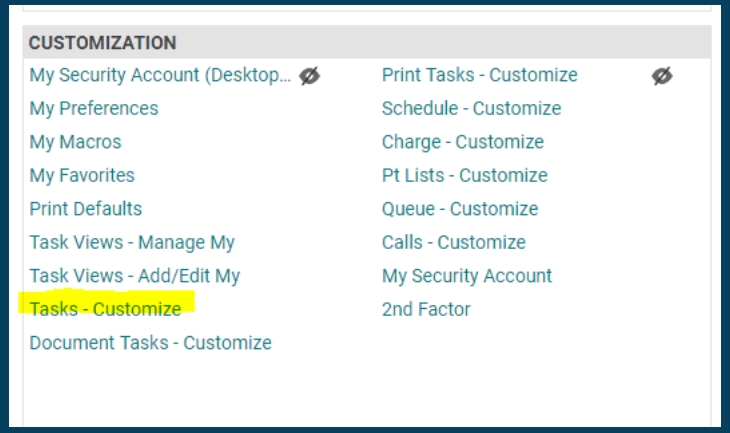
TouchWorks EHR Upgrade Version 20

Tasks

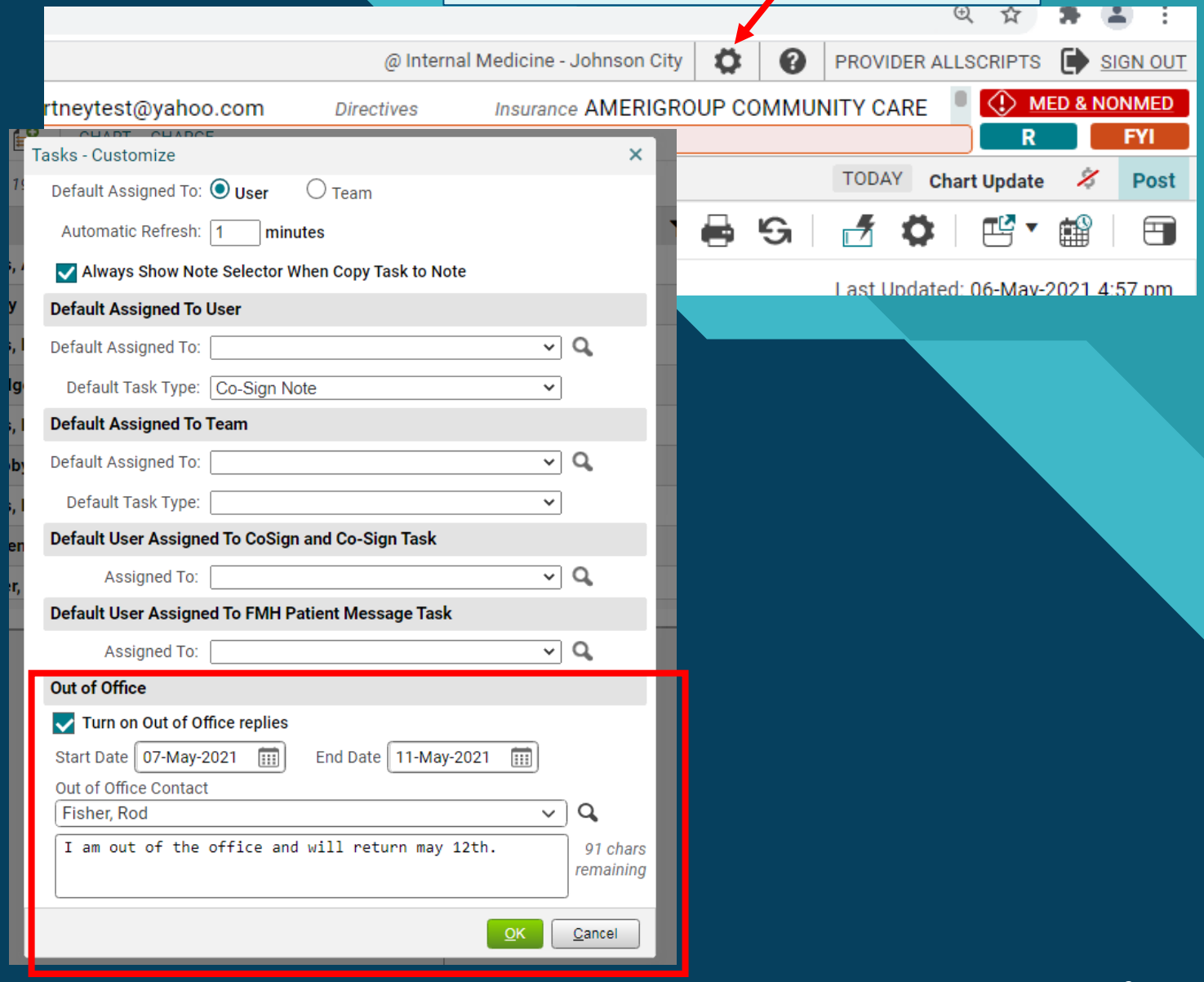
Go-Live Date 05/24/2021

Tasks- Out of Office

- Tasks now have an Out of Office option.
- Accessible from the Tasks page, at the top right, click the gear box.
- Out of Office is also accessible from the Site Map, under the Customization header, choose Tasks – Customize.

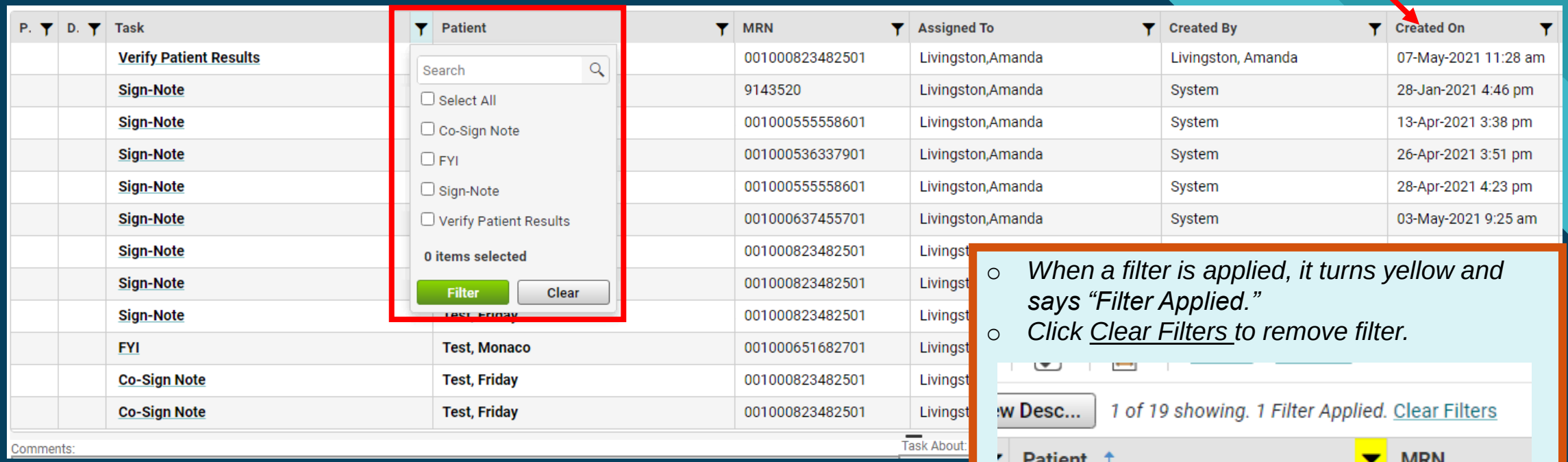


- *To open, click the gear box on the upper right side on the task window.*

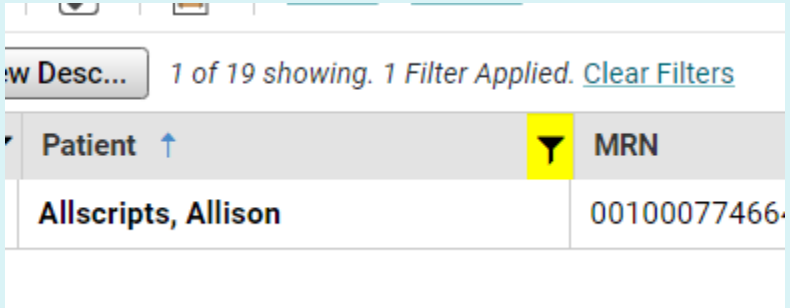


Tasks Filters

- On the Tasks window, you can now sort and filter.
- Selecting the funnel icon allows for filtering.
- Clicking on the header sorts the column.



- *When a filter is applied, it turns yellow and says "Filter Applied."*
- *Click Clear Filters to remove filter.*



Tasks

- Tasks functionality hasn't changed.

Menu

TouchWorks

Chart
Note
Prenatal
InfoButton
Utilities
Reporting

Schedule
Tasks
Inbox 19
Doc Tasks
Worklist

SELECT PATIENT

TASKS | CHART | CHARGE

My Active Tasks | View Desc... | 19 of 19 showing | Total Active Tasks: 19

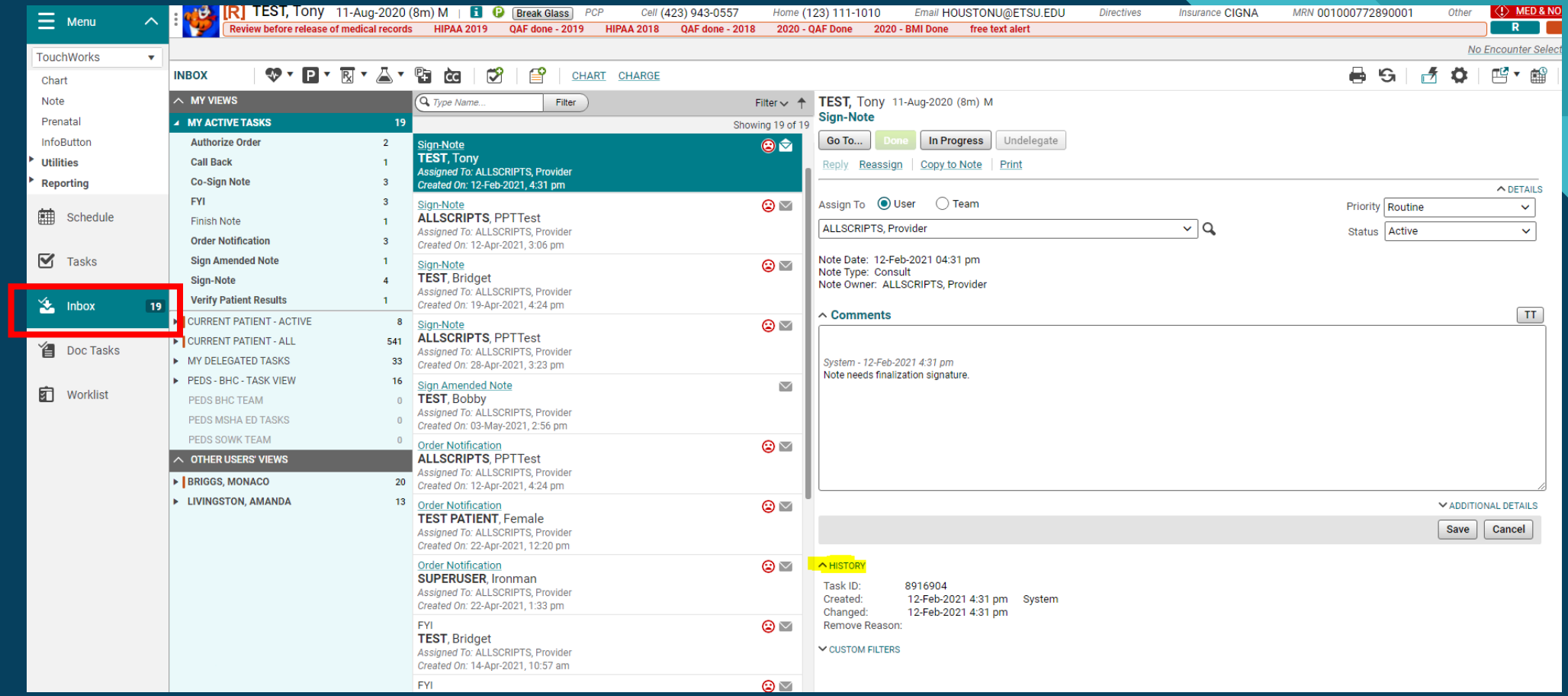
P.	D.	Task	Patient	MRN	Assigned To
		Verify Patient Results	Allscripts, Allison	001000774664701	ALLSCRIPTS,Provider
		Sign-Note	Test, Tony	001000772890001	ALLSCRIPTS,Provider
		Sign-Note	Allscripts, PPTTest	ZZZTWPPT990	ALLSCRIPTS,Provider
		Sign-Note	Test, Bridget	001000555558601	ALLSCRIPTS,Provider
		Sign-Note	Allscripts, PPTTest	ZZZTWPPT990	ALLSCRIPTS,Provider
		Sign Amended Note	Test, Bobby	001000647052001	ALLSCRIPTS,Provider
		Order Notification	Allscripts, PPTTest	ZZZTWPPT990	ALLSCRIPTS,Provider
		Order Notification	Test Patient, Female	001000642073101	ALLSCRIPTS,Provider
		Order Notification	Superuser, Ironman	001000643523401	ALLSCRIPTS,Provider

Comments:

Task About:

Inbox

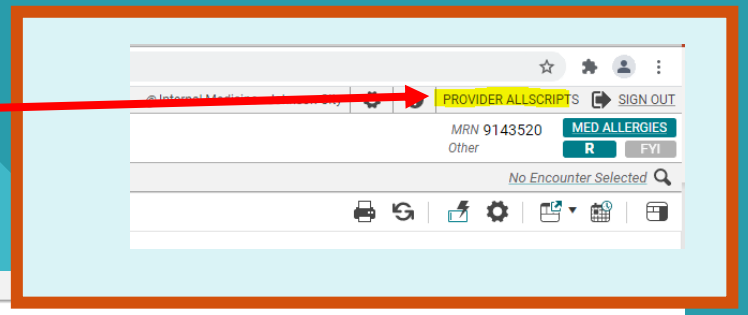
- Inbox is a new way to look at tasks as well.
- The functionality remains the same: Go To…, Done, In Progress, Undelegate, Assign To.
- It has a more “email-like” look.
- You can see the History of the task.



Other Users' Views

- Ability to see other user's "My Active Tasks."
- You can set these up. You will no longer need to contact the Helpdesk to get a view of your nurse's tasks, your out-of-town colleagues, or your residents.
- In the example on the right, Dr. Provider Allscripts can also see and work the "My Active Tasks" of Monaco Briggs, and Amanda Livingston.
- These are only visible on the Inbox page.

- *Logged in as Provider Allscripts.*



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INBOX | CHART | CHARGE

MY VIEWS
MY ACTIVE TASKS 19
Authorize Order 2
Call Back 1
Co-Sign Note 3
FYI 3
Finish Note 1
Order Notification 3
Sign Amended Note 1
Sign-Note 4
Verify Patient Results
CURRENT PATIENT - ACTIVE 6
CURRENT PATIENT - ALL 30
MY DELEGATED TASKS 33
PEDS - BHC - TASK VIEW 16
PEDS BHC TEAM 0
PEDS MSHA ED TASKS 0

OTHER USERS' VIEWS
BRIGGS, MONACO 20
LIVINGSTON, AMANDA 11
MY ACTIVE TASKS 11

Type Name... | Filter | Filter
Showing 11 of 11

Sign-Note
TEST, Allscripts
Assigned To: Livingston, Amanda
Created On: 28-Jan-2021, 4:46 pm

Sign-Note
TEST, Bridget
Assigned To: Livingston, Amanda
Created On: 13-Apr-2021, 3:38 pm

Sign-Note
ALLSCRIPTS, Minnie
Assigned To: Livingston, Amanda
Created On: 26-Apr-2021, 3:51 pm

Sign-Note
TEST, Bridget
Assigned To: Livingston, Amanda
Created On: 28-Apr-2021, 4:23 pm

Sign-Note
TEST, Epic Male
Assigned To: Livingston, Amanda
Created On: 03-May-2021, 9:25 am

Sign-Note
TEST, Friday
Assigned To: Livingston, Amanda
Created On: 05-May-2021, 1:42 pm

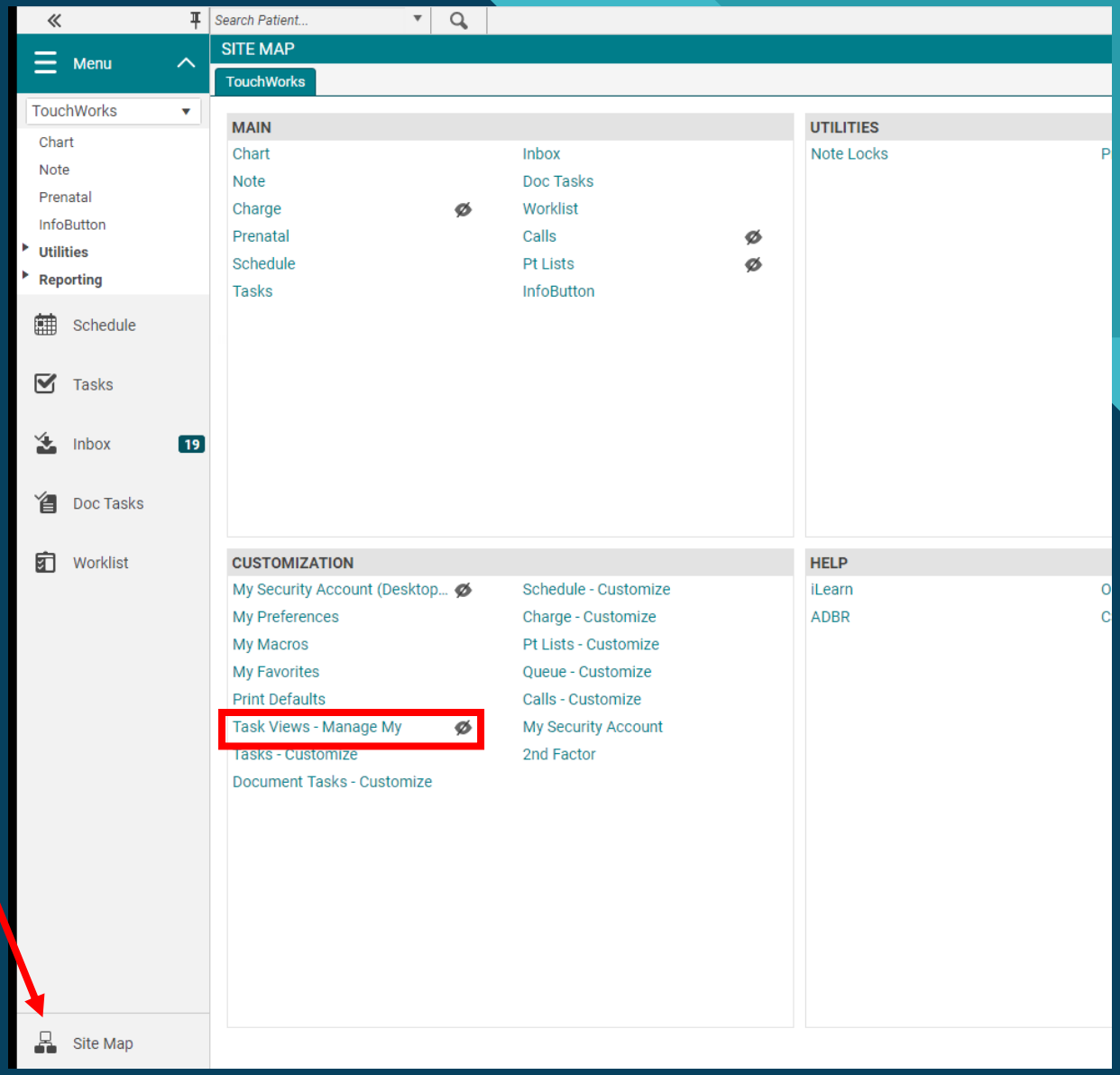
Sign-Note
TEST, Friday
Assigned To: Livingston, Amanda
Created On: 05-May-2021, 1:50 pm

Sign-Note
TEST, Friday

TEST, Allscripts 01-Ja
Sign-Note
Go To... | Done | In P
Reply | Reassign | Copy
Assign To User
Livingston, Amanda
Note Date: 28-Jan-2021 04
Note Type: HM 50+ Years E
Note Owner: Livingston, Ar
Comments
System - 28-Jan-2021 4:46 p
Note needs finalization sign
HISTORY

Setting up Other Users' Views

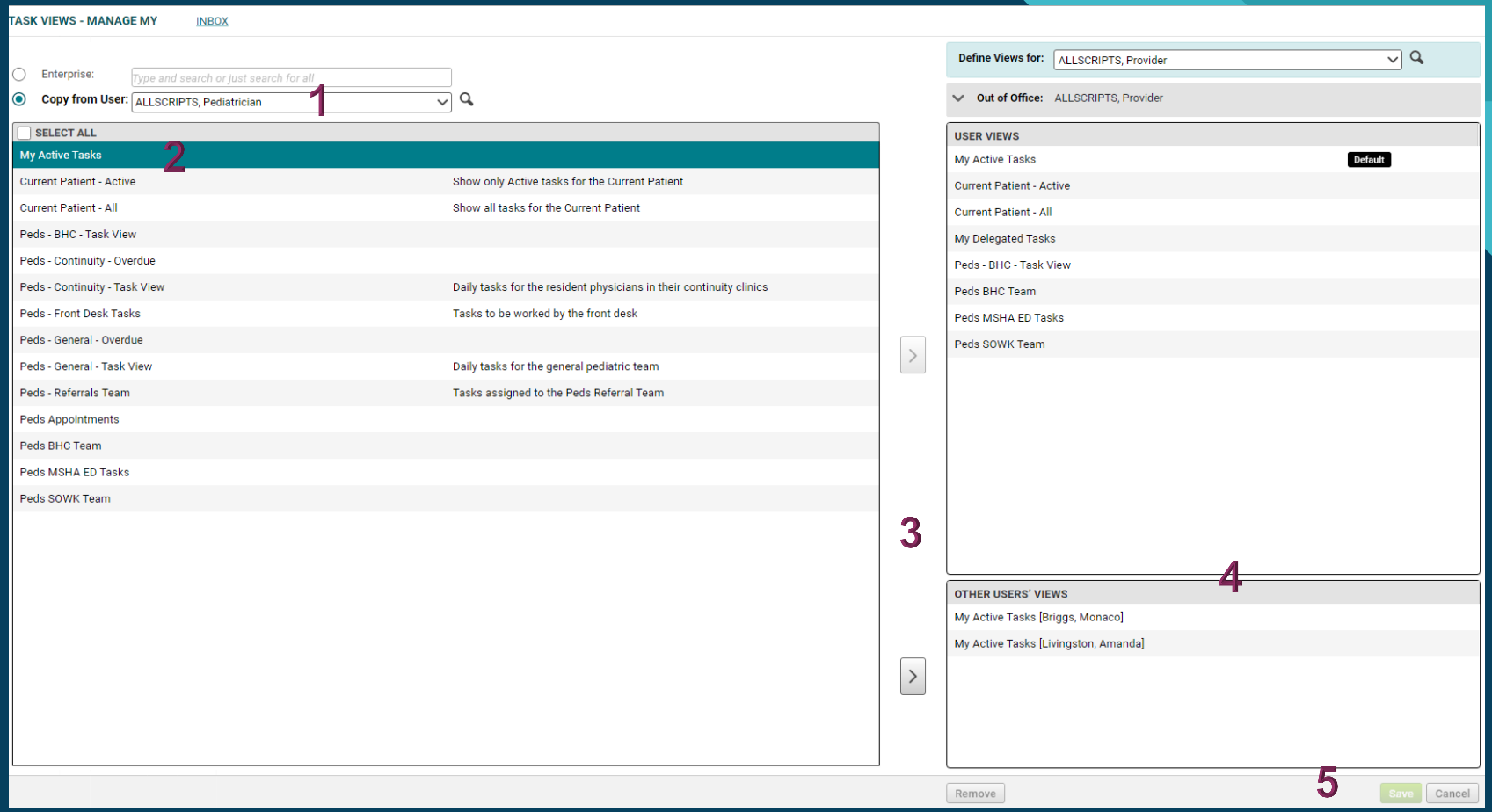
- From the Site Map under Customization, you will choose *Tasks Views-Manage My*.



Tasks Views-Manage My

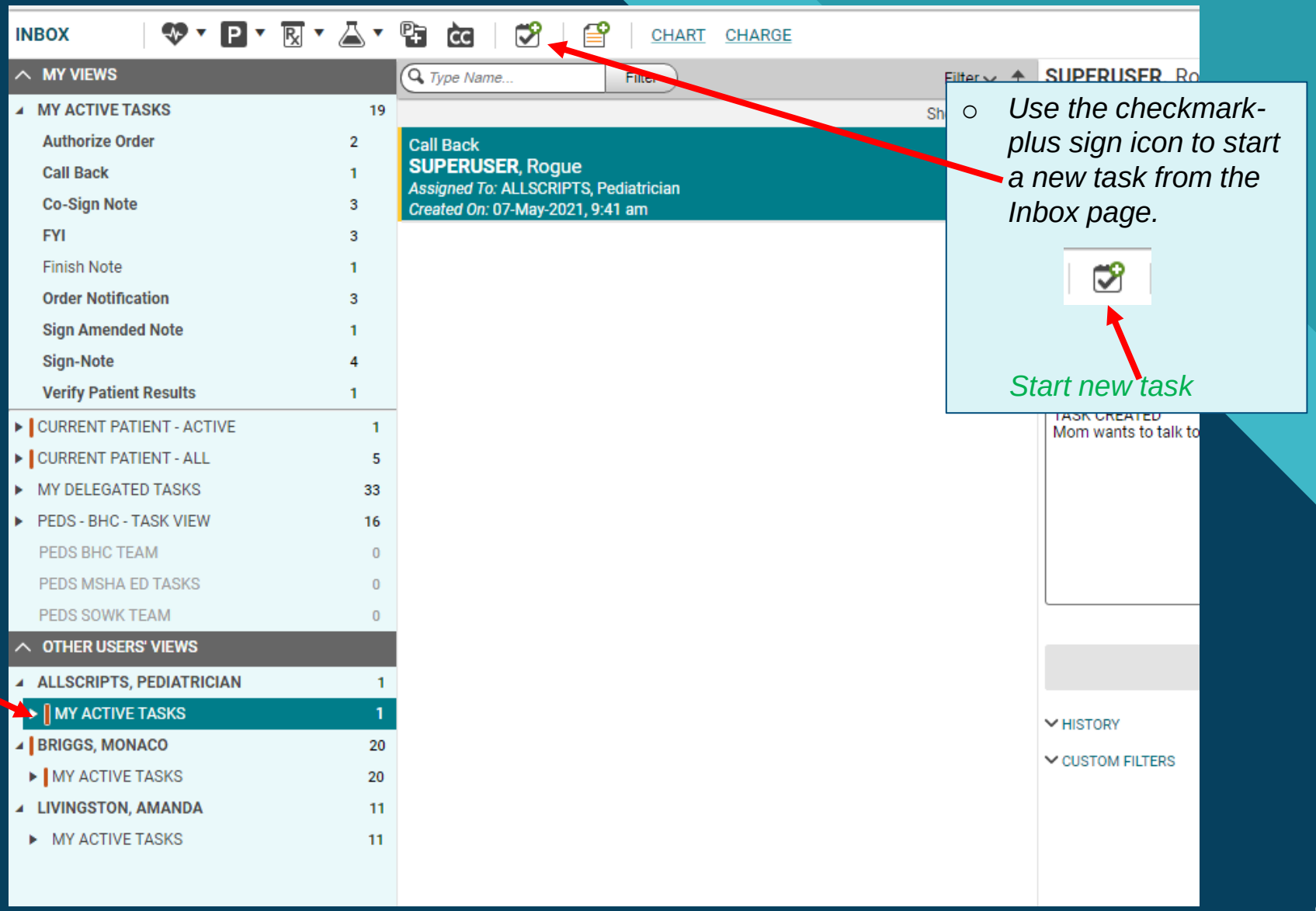
- You can Copy (add) an individual's "My Active Tasks."
- This is probably the most beneficial.
- You can also copy Team views.
- Nursing most likely to want to copy Team Views.

1. *Select the user you want to copy from. (Remember to search using magnifying glass.)*
2. *Select which box you want to Copy.*
3. *Select the > arrow to add to your view.*
4. *Teams go on the top section and "My Active Tasks" are assigned on the bottom section.*
5. *Save*



Inbox updated

- From my example, Dr. Provider Allscripts can now see the “My Active Tasks” of Dr. Pediatrician Allscripts.



Doc Tasks

- Doc tasks replace Batch Sign tab.
- Shows you just the notes you need to sign.

Menu
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Site Map

[R] TEST, Bridget 08-Aug-2004 (16y) F | Break Glass PCP Cell (423) 545-5555 Home (423) 555-5556
Need new phone number Hearing Impaired PCP*

DOC TASKS CHART CHARGE

My Active Tasks

P Patient
Allscripts, PPTTest
Allscripts, Sophia
Test Patient, Female
Test, Bobby
Test, Bridget
Test, Tony

1 Document

Acute (Acute) 19 Apr 2021 03:19 PM ALLSCRIPTS,Provider Needs Input

Note needs finalization signature.

CC

Chief Complaint
1. Arm Pain

Reason For Visit

Follow-up from ER. Initial evaluation. ER Follow Up. test one two
Parental Concerns: nervous
Infectious Contact: dad

History of Present Illness
gghjgkjgkjhyk
once upon a time not long ago...

The Language Line was used at today's visit.
Name of Interpreter: julio rogridguez
Interpreter Number: 423-555-4949

Bridget Test, a 16 year old female presents today with complaints of left, right arm pain.

Review of Systems

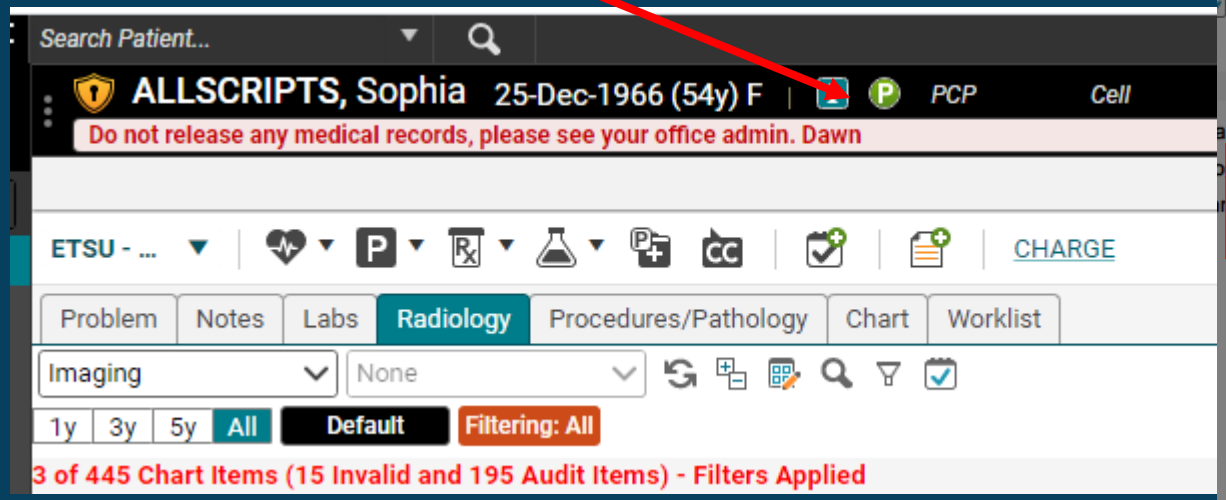
The review of systems was reported by the parent/guardian.
Constitutional: Normal.
Eyes:. Normal.
ENT:. normal.
Cardiovascular:. Normal.
Respiratory:. Normal.
Gastrointestinal:. Normal.
Genitourinary:. Normal.
Musculoskeletal:. Normal.
Integumentary:. Normal.
Neurological:. Normal.
Psychiatric:. Normal.
Endocrine:. Normal.
Hematologic/Lymphatic:. Normal.

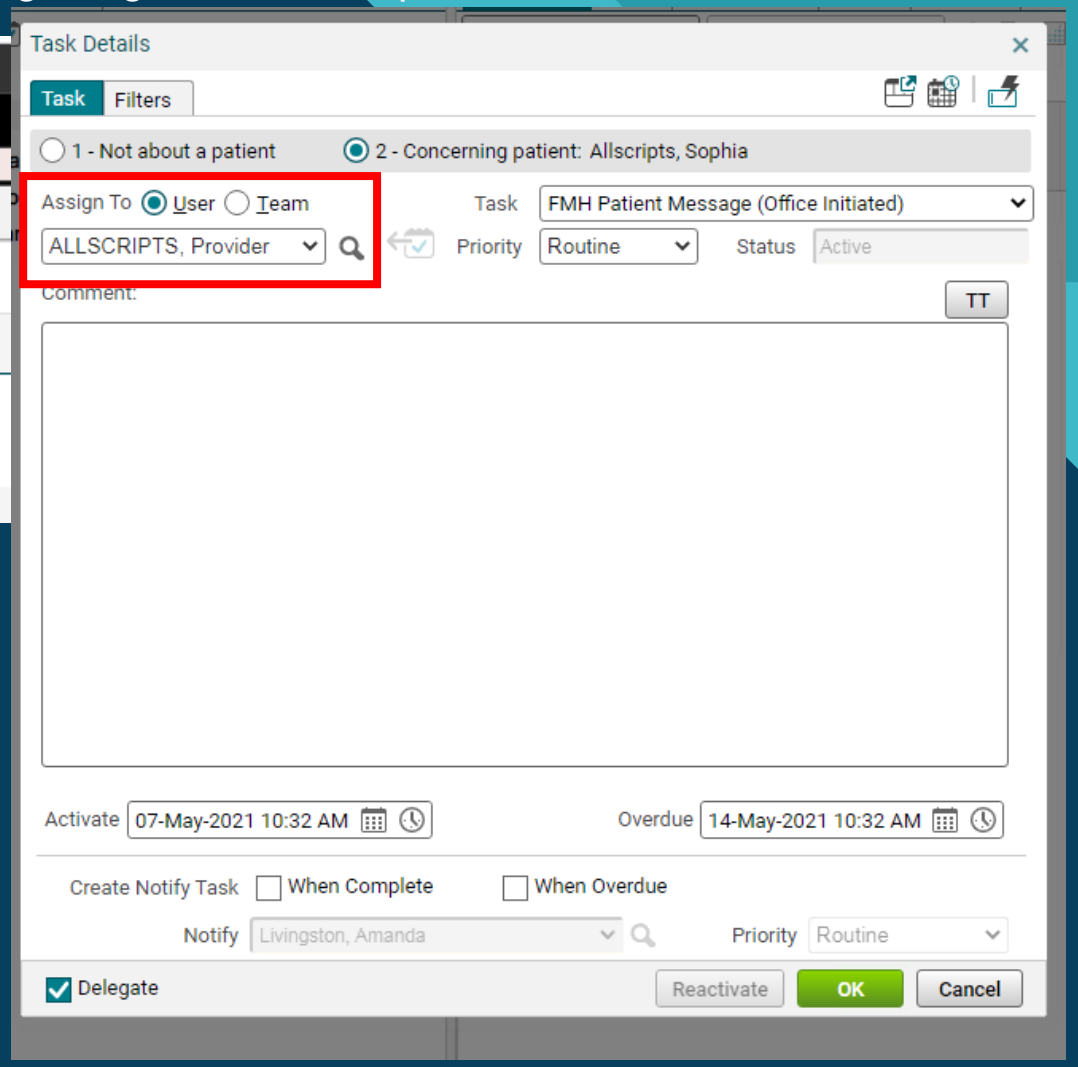
Active Problems
1. Abdominal cramping (R10.9)
2. Abnormal results of cardiovascular function studies (R94.30)
3. Advanced diabetic maculopathy with retinopathy and macular edema associated with

Request Correction | Security | Text | Final | Sign | Attach to Result | Edit

Send a patient Follow My Health message

- You can easily send a patient a FMH message by clicking the green P in the patient banner.



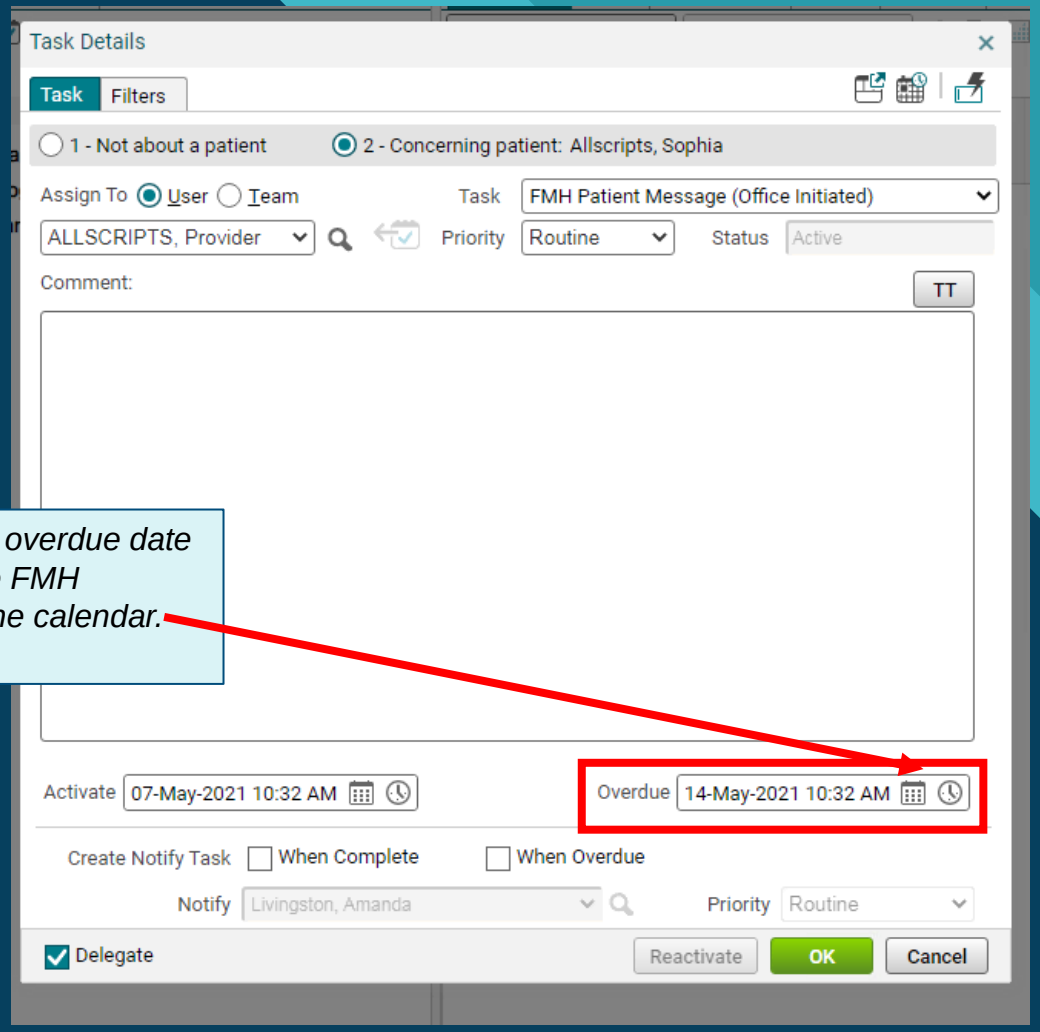


- *The Assign to User field needs to be a Provider's name.*
- *It essentially acts like "From the office of Provider Allscripts"*

FMH Not Read Receipt- New task type

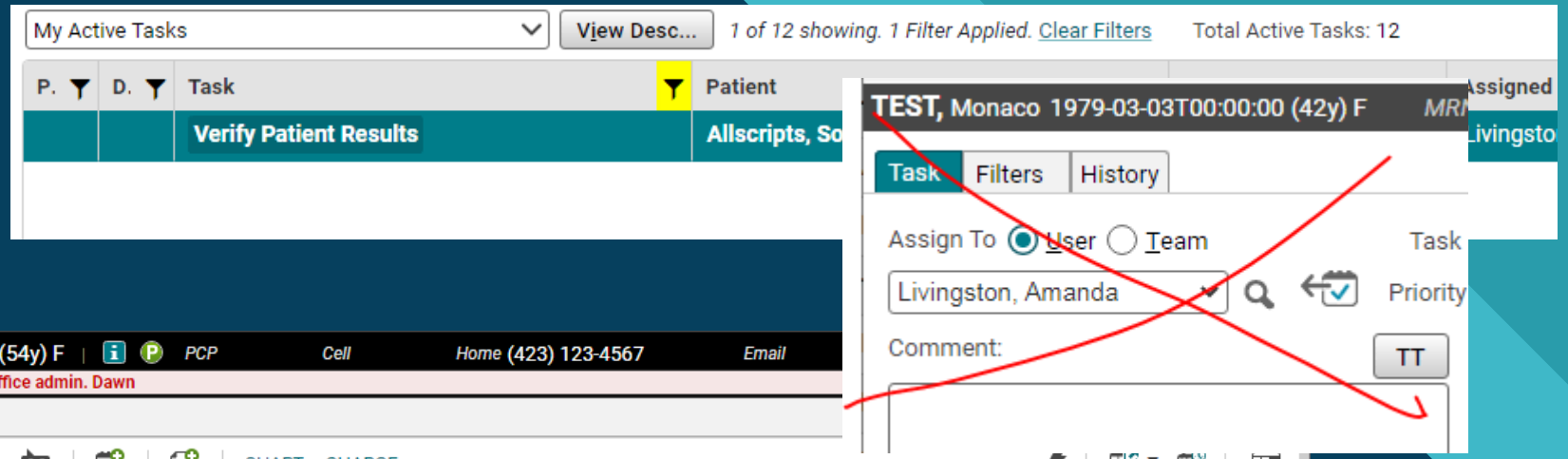
- If the patient hasn't read a FMH message by the overdue date, a FMH Not Read Receipt task is created.
- Task is delivered as Delegated (to the clinical staff).
- *This task type is still being tested.*

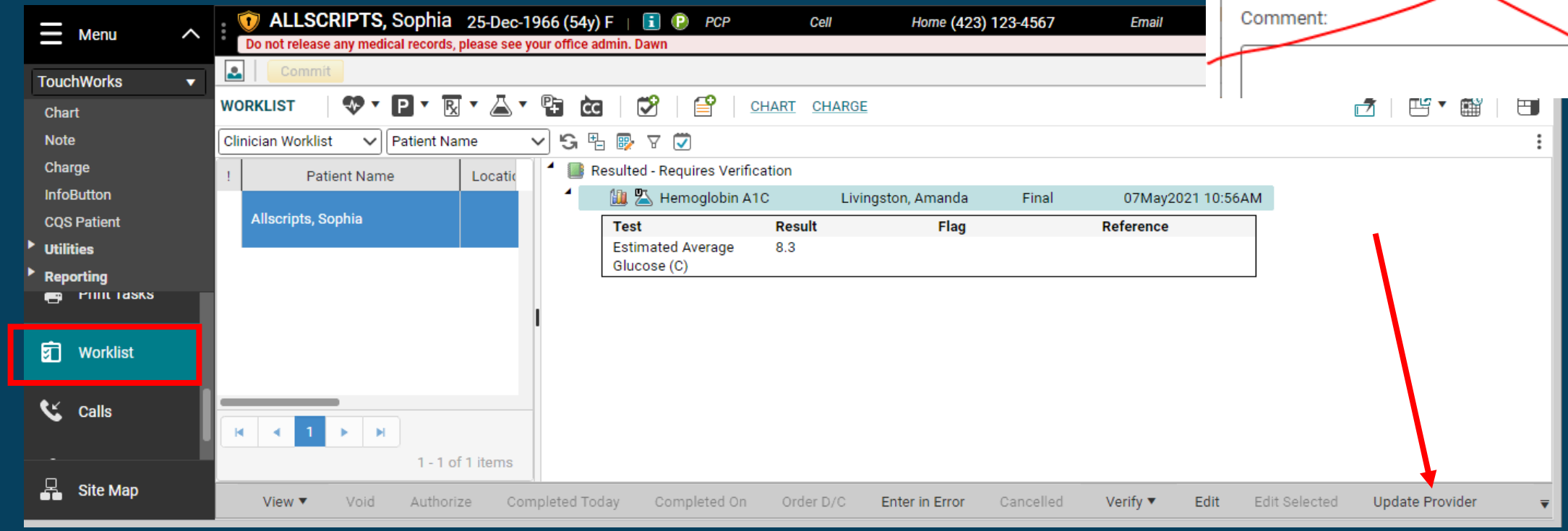
- *You can change the overdue date when you create the FMH message by using the calendar.*



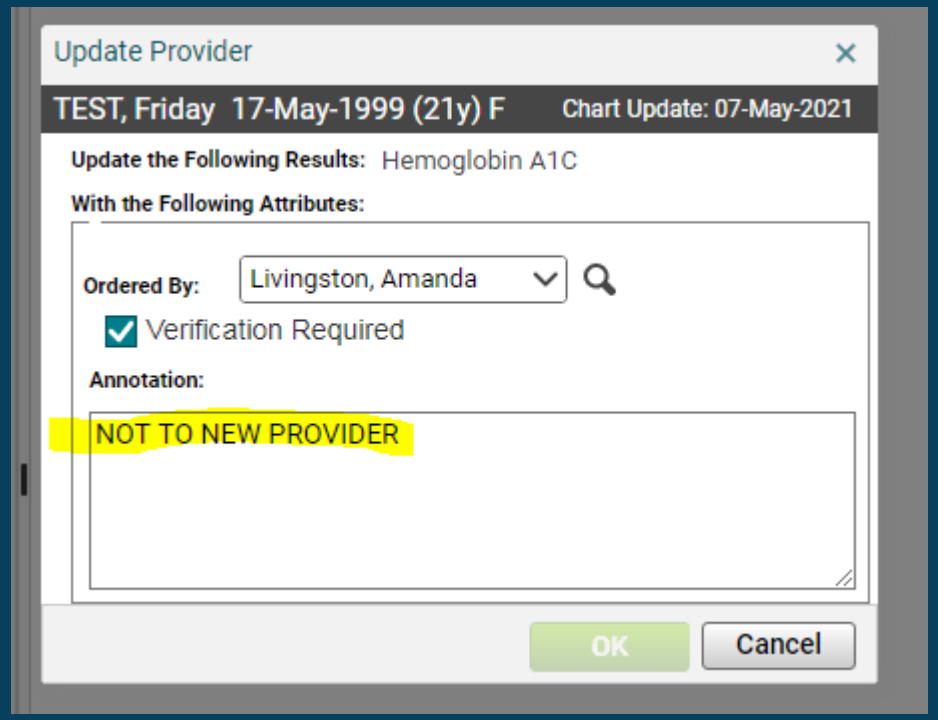
Can no longer Reassign Verify Patient Results tasks

- You can no longer forward a “Verify Patient Results” task to another provider.
- It doesn’t work from the Task List.
- It does work from the Worklist!
- You will need to Update Provider from the Worklist page.





Update Provider



- *Use magnifying glass to search for provider if not in dropdown.*
- *<u>These Annotations are on the RESULTS not a message to the new Provider.</u>*