

Clinical Tasks

A Clinical task is an action that you assign to yourself during a consult that must be completed by a future date.

Create a Task

1. In the Clinical record, click the + (plus) icon next to **Tasks** or **Add clinical task**.

Philip Bush
24 years (01/02/2000)
Phone not recorded

Pronouns Sex
New Zealand European Smoking
Alcohol

Reactions 0
No reactions recorded

Tasks 0

No information to display
Add clinical task

New clinical task

Description *
ACC32

Claim *
AA76472 | Physiotherapist

Due *
 Date in 0 consults

Priority *
 Low Medium High

Comment
250 characters max

Lock task
 Only I can make changes to this task

Save Cancel

2. A new clinical task for an ACC32, Claim Review, and Outcome Measures Report requires you to select a **Claim**.

For claims treated by multiple provider types, each provider type will display under the **Claims** drop-down.

Tasks 1

Upcoming ACC32

Notices 0

No clinical notices

1. In the Clinical record, click the number next to **Tasks**. The **Clinical tasks** screen will appear.
2. Select the task to activate the action buttons.

Action a Task

Clinical tasks

Search description Due today (+2) Date(s) Due consults

Status	Description	Claim	Due date	Due in	Priority
Upcoming	ACC32	AA76472	31/05/2024	0 consults	Medium

Add task Mark as completed Edit Delete Close

Appointments Address book To do Admin Finance

PA PB

Today Week 27 May

Inbox
Clinical tasks
Follow-up tasks

To access all clinical tasks created by you, go to **To do > Clinical tasks**.