

The Clinical Workflow - Tasks



The Task screen will automatically display when you log in to Bp VIP.net

1. The **T** will display **red** when you have unactioned/new Tasks. It will **FLASH red** when you have an urgent task.
2. **Open** a task by double clicking on the new task line or select the task line and click **Modify**.
3. **Reply** to a task by selecting the task line and click **Reply**.
4. If the task is clinical and should be saved in the patients notes, click **Record in Medical Notes and Complete** when actioned. This will create a new medical note in the Medical Desktop (F11).
5. **When creating a Task:**
 - a) Click the **New** button.
 - b) Select the **Priority**.
 - c) Select the **Recipient** and the **Category**.
 - d) Use the **Select** or **Remove** button beside the patient name to make the task patient specific.
 - e) **Mark Task is Confidential** if required.
 - f) Click **OK**.

Tasks

Tasklist (Ctrl+F1)
There are Urgent Task(s)

Priority	Due Date	From	To	Patient/Organisation	Category
R	10/09/2019	Practice, Best	Practice, Best	Henare, Tama	Appointment
R	01/11/2019	Practice, Best	Practice, Best	Baker, Anthony	Referral
S	09/11/2019	Practice, Best	Practice, Best	Test, Valda F	Rx
U	31/03/2020	Practice, Best	Practice, Best	Baker, Kate	

Details Task id

Priority: Routine Semi Urgent Urgent

Due: 31/03/2020 10:37

Type: Task

Category: [Dropdown]

Logged by: Practice Best

Patient/Organisation: Baker, Kate

Recipient(s): Practice Best

Details:

{<3> Practice, Best 31/03/2020 10:37 AM To <3> Practice, Best :} please tell patient test results are back and ring dr.

{<3> Practice, Best 20/05/2020 01:26 PM To <3> Practice, Best :}

Task is Confidential

Record in medical notes


Scheduling: Is a scheduled task

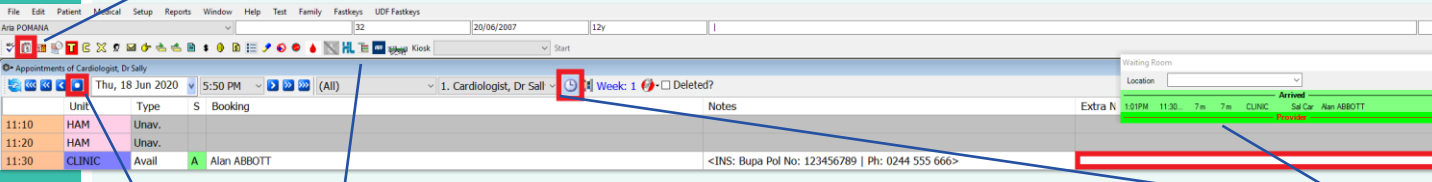
Start: / / End: / / Frequency: Weekly Time: 00:00


Buttons: New, **Modify**, Forward, **Reply**, Delete, Print, Email, **Record in Medical Notes and Complete**, OK, Cancel


The Appointment Book and Letters




 Click the Appointment button to display the Appointment Book – it will open to your Appointment page. The shortcut key is CTRL + F12. The button to the right of the Appointment button opens the Patient Appointment History.




 Displays 'today's Appointment page.'

 Opens and closes the Waiting Room which will display by default to let you know when a patient arrives at the clinic.

 To open the patients Medical Desktop, patient from the Appointment book and click the button or F11.

- ◆ The green highlighted **A** in the S column indicates that the patient has arrived at the clinic
- ◆ The last **Notes** column can be used to enter additional notes for the patient.

 The little white symbol in the **Appointment Slot** indicates a **Medical Desktop** note has been created. **Right click > Options > Unlink Medical Note** to remove the note if you need to edit a *future* appointment.

To view all your Letters and Referrals each day

1. Click Fastkeys to access set up inbox views

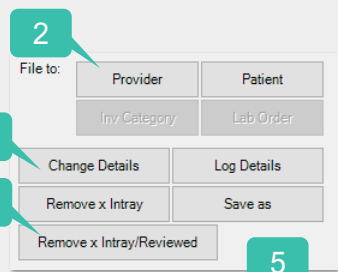
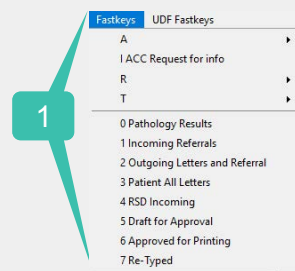
The **MyComms** screen will display your letters:

Orange = Referrals

Green = All other letters

Purple = Incoming Path results

2. Use the **File to** section to move the letter to another **Provider** or **Patient**.
3. Use the **Change Details** button to change more details on one or more record.
4. Use **Remove X Intraday/Review** when you have finished reviewing the incoming record. The records **status column** will be updated to **Reviewed** and will disappear from the view. The record will still be stored against the patient. **Do not use REMOVE buttons for other providers records or outgoing letters.**
5. Use the buttons below for the different views of the **MyComms** screen.



Incoming and Outgoing Correspondence. (Current Patient)

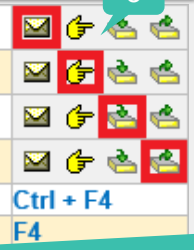
Incoming and Outgoing Referrals (Current Patient)

Incoming Correspondence, Investigation Results and Referrals (All Patients and All Providers)

Outgoing Correspondence, Investigation Results and Referrals (All Patients and All Providers)

Outgoing Correspondence, and Referrals (Current Patient)

Incoming Correspondence, Investigation Results and Referrals (Current Patient)



Ctrl + F4
F4

Incoming Letters, Referrals and Labs