

# Tasking Concepts

April 12, 2013

Embrace the new world of healthcare

## Presenters

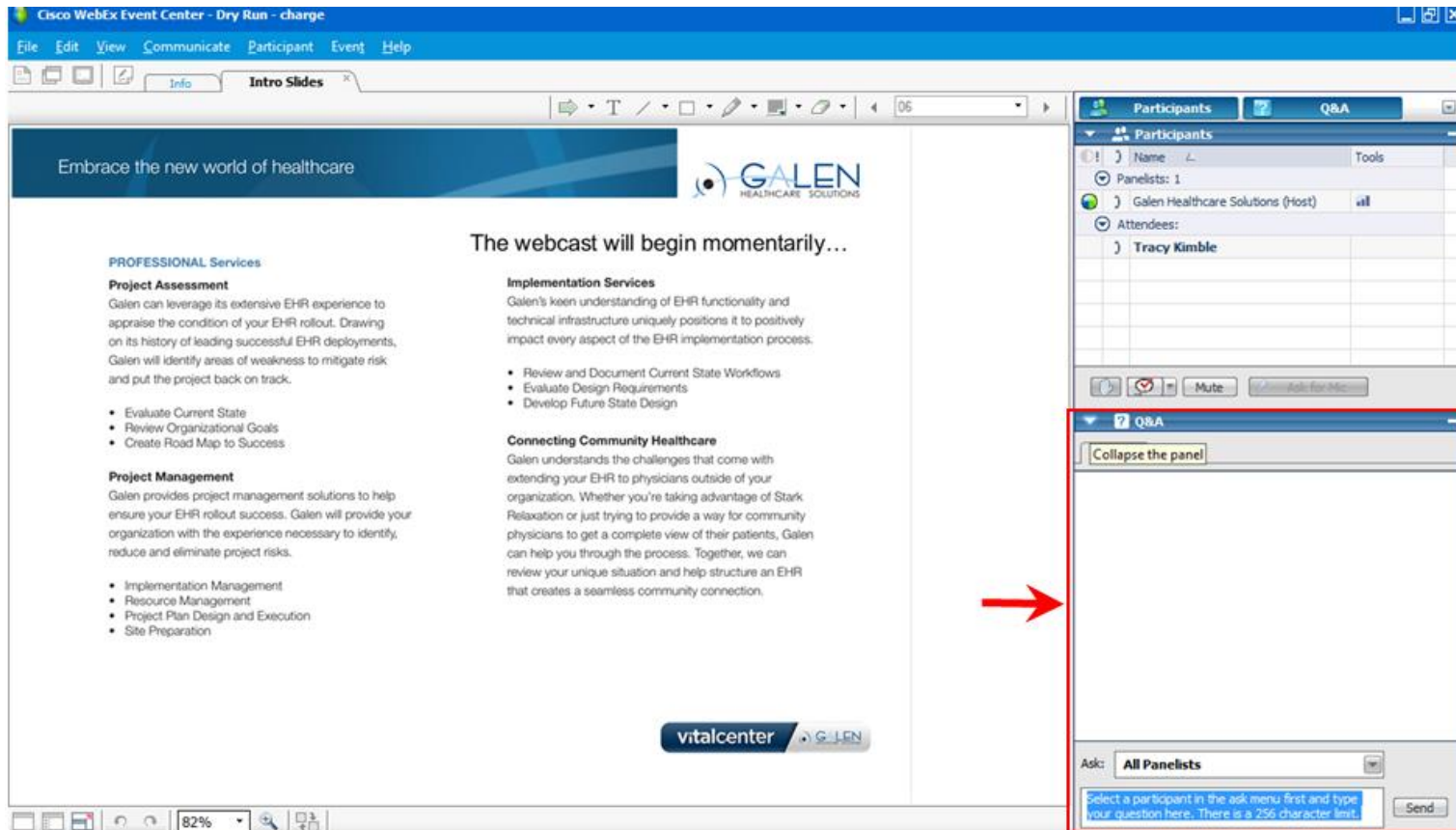
### **Melanie Rudd**

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- ❖ Project Manager for 10 years

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- ❖ Allscripts EEHR Senior Implementation Consultant
- ❖ 15 years healthcare experience

Your phone has been automatically muted. Please use the Q&A panel to ask questions during the presentation!



The screenshot shows a Cisco WebEx Event Center window titled "Cisco WebEx Event Center - Dry Run - charge". The main content area displays a presentation slide with the following text:

Embrace the new world of healthcare

**PROFESSIONAL Services**

**Project Assessment**  
Galen can leverage its extensive EHR experience to appraise the condition of your EHR rollout. Drawing on its history of leading successful EHR deployments, Galen will identify areas of weakness to mitigate risk and put the project back on track.

- Evaluate Current State
- Review Organizational Goals
- Create Road Map to Success

**Project Management**  
Galen provides project management solutions to help ensure your EHR rollout success. Galen will provide your organization with the experience necessary to identify, reduce and eliminate project risks.

- Implementation Management
- Resource Management
- Project Plan Design and Execution
- Site Preparation

**Implementation Services**  
Galen's keen understanding of EHR functionality and technical infrastructure uniquely positions it to positively impact every aspect of the EHR implementation process.

- Review and Document Current State Workflows
- Evaluate Design Requirements
- Develop Future State Design

**Connecting Community Healthcare**  
Galen understands the challenges that come with extending your EHR to physicians outside of your organization. Whether you're taking advantage of Stark Relaxation or just trying to provide a way for community physicians to get a complete view of their patients, Galen can help you through the process. Together, we can review your unique situation and help structure an EHR that creates a seamless community connection.

The right-hand side of the interface features a "Participants" panel and a "Q&A" panel. The "Q&A" panel is highlighted with a red border and contains a "Collapse the panel" button. A red arrow points from the main content area towards the Q&A panel. Below the Q&A panel, there is an "Ask:" dropdown menu set to "All Panelists" and a "Send" button. A tooltip below the "Send" button reads: "Select a participant in the ask menu first and type your question here. There is a 256 character limit."

## This Tasking Concepts webcast will outline the fundamentals of tasking within the Allscripts EHR

### Objectives:

Task Definition

Tasks v/s Worklists

Task Creation and Use

- System Generated
- User Generated
- Delegated v/s Non-Delegated
- The Task Queue

Task Administration

- Dictionaries
- Views
- Custom Task Filters

## WHAT IS A TASK?

- Tasks are similar to a “to-do” list – reminders to perform an action or provide information
- Tasks are not part of patient’s chart, but can be “copied to note” if a permanent record is needed
- There are system generated tasks that come delivered with the AEEHR; tasks can also be manually generated by users
- Task Lists and Worklists are different

## Tasks v/s Worklists

### Task List Items

**May or may not be associated with a patient**

**Exists throughout all workflows in the EHR – Base, Charge, Note, Order and Result**

### Worklist Items

**Always associated with a patient**

**Specifically associated with Orders and Results, no other workflows**

- ❖ A task could be a reminder that a worklist item exists and when the worklist item is completed the task is completed