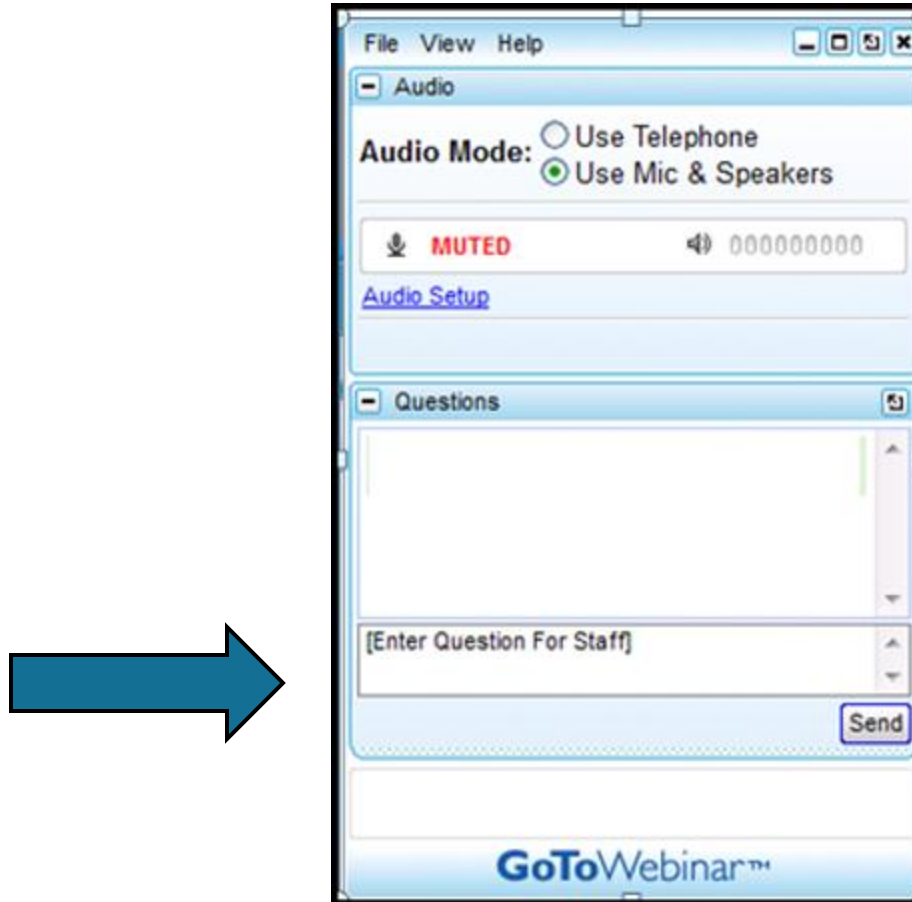# Allscripts Enterprise EHR Tasking Fundamentals

Tasking Fundamentals Outline

- ➢ **Tasking, Task Lists, Task Views**
- ➢ **Workflow Demonstrations**
- ➢ **Configuration Elements/Tools**
- ➢ **Clinical Scenarios/Task Solutions**
- ➢ **Considerations when it comes to Tasks/Task Views**
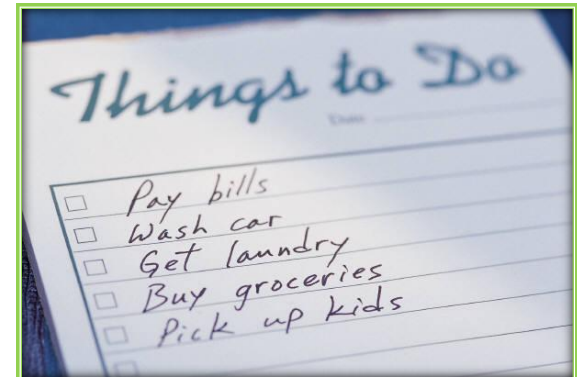
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Submit questions during the webcast

What is a Task?

A task is a request for information or a reminder to perform an action.

➢ System Generated

➢ User Created

Tasks may be either:

Delegated

- or -

Non-delegated

Please call the patient and tell her it's not good.

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What are Task Views?

Tasks can be organized and filtered, based on task properties into groups of tasks called task views.

Two Types:

Enterprise Views — are created or managed by a system administrator for use by all users at a site.

Personal Views — are created by a specific user for his or her own use.

So…

Tasks are organized into different task views, and then task views are assigned to individual users or teams of users to be worked. Tasks are presented to the user in the form of Task Lists.

Workflow Scenarios:

- ✓ Create a Manual Task
- ✓ Work the Task List
- ✓ Verify/Communicate Results
- ✓ Submit Encounter Form

Tasking Configuration

Associated Dictionaries

> Task Name   > Task Status

> Task Priority   > Team

> Remove Reason   > Reason for Call

Task Admin

> Enterprise and User Views

> Manage Views for a User

> Custom Task Filters

What's Behind the Front End?

Task Priority Dictionary

Task Name Dictionary

Team Dictionary

Task Status Dictionary

Task Filter 1,2,3 Dictionaries

Task Admin

Manage Personal Views

Personal

Enterprise

Custom Task Filters

User Ability to Add or Edit Personal Views

SSMT – Task Name Defaults/Behaviors

Headers for Task Name

Task Code	Task Name	Task Mnemonic	Inactive?	Security Code Name	Task Action	Urgent Due Date Default	Urgent Due Time Default	ASAP Due Date Default	ASAP Due Time Default	Routine Due Date Default	Routine Due Time Default	Delegate?	Creat
Unique code	Description	Unique Mnemonic	Y/N	Description	Description	# Days	# Minutes	# Days	# Minutes	# Days	# Minutes	Y/N	Y/Bla

SSMT – Assign Task Views

Headers for Task View-Users

User Name	Task Name	Task Owner User Name	Subsystem	Subset	Section	OrganizationID	Default?	Delete?
User Name	Task Name	Task Owner User Name	Subsystem	Subset	Section	OrganizationID	Y/N	Y/N

Enterprise Delivered

- Tasks
- Teams
- Views

order

Document

CHARGE

base

Note

scan

Rx

result

CAREGUIDE

Task List vs. Worklist

Task List	Worklist
May or may not pertain to a patient	Always pertain to a patient
Assigned to an User or Team	Linked to a Patient
Throughout all clinical workflows	Order/Results based only

Tasking Fundamentals Outline
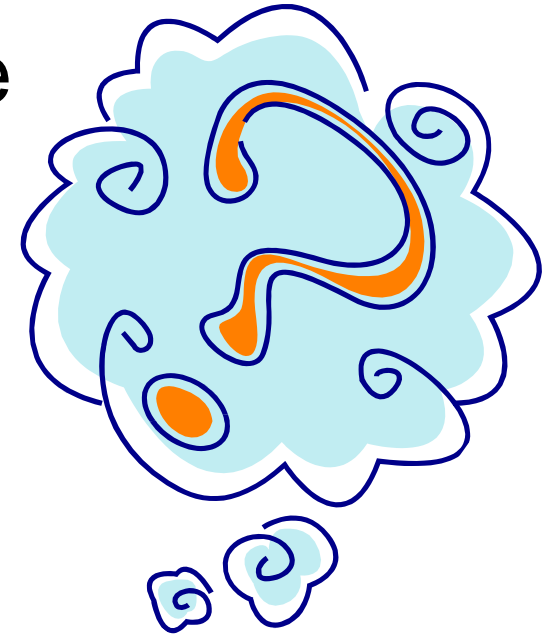
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