



Be the Difference.

Common Tasks

Douglas Moore Resident Clinic

This outlines the common tasks that are appearing on the Douglas Moore (*color*) Team tasklists and what action is required.

Note ► Make sure to always complete the **Worklist before the Tasklist.**

Task	Action Needed
Authorize Order	<ul style="list-style-type: none"> This task indicates that a medication was entered by one of the Nurse's on behalf of this physician. Authorizing the order clears it from the Task List and Worklist.
Call Back	<ul style="list-style-type: none"> This is an end user created task. Please take action as appropriate to the request in the task. Once finished, copy to note if you would like to save it to the chart. Click Done to clear it after copying or once finished. This can be handled by the covering resident.
Call Back Medical Advice	<ul style="list-style-type: none"> This is an end user created task. Please take action as appropriate to the request in the task. Once finished, copy to note if you would like to save it to the chart. Click Done to clear it after copying or once finished.
Co-Sign Note	<ul style="list-style-type: none"> This task is generated when a note needs to be Co-Signed. The attending opening the note and signing will clear this task. Only residents or attendings that this is assigned to should be addressing this task.
Daily Rx Summary	<ul style="list-style-type: none"> This document needs to be printed at the end of each clinic day. Click Go To or Double Click to receive the print dialogue box. Select printer if not already listed and click Ok to print. Residents should only address the Daily Rx Summary task in their name.

Task	Action Needed
Finish Note	<ul style="list-style-type: none"> This task is generated after the note is opened by the MA/Nurse in a resident/attending's name. Double clicking on the task or clicking Go To will open the note to the note editor screen. This should be completed by the resident/attending it is assigned to.
Med Renewal Request	<ul style="list-style-type: none"> This is an end user created task. Please take action as appropriate to the request in the task. Once finished, copy to note if you would like to save it to the chart. Click Done to clear it after copying or once finished. This can be handled by the covering resident.
Miscellaneous	<ul style="list-style-type: none"> This is an end user created task. Please take action as appropriate to the request in the task. Once finished, copy to note if you would like to save it to the chart. Click Done to clear it after copying or once finished.
Order Notification	<ul style="list-style-type: none"> This task is generated when a medication is ordered by one of the nurse's in the name of the Resident or Attending. Double click to be taken to the worklist view. Clicking Authorize or Void, as appropriate, will clear this task.
Referral Order Follow Up	<ul style="list-style-type: none"> These tasks are generated by either the Referral line or Radiology and usually contain a message from them regarding a particular patient. Click done to clear this task after appropriate action is taken. The covering Resident is able to assist with these tasks.
Review Note	<ul style="list-style-type: none"> This order is generated when another physician CC's a resident on a note. Click done to clear this task after reviewing the note. Do not clear these unless you are the resident who it is directed to.
Review Results	<ul style="list-style-type: none"> Review Results tasks are generated when one resident is the ordering provider and another resident verifies the result. This functionality has been turned off for all residents except Med/Peds and Genetics residents. Only the resident who is receiving these tasks should clear them as they may be in relation to a patient in another clinic.
Rx Renew Request	<ul style="list-style-type: none"> These tasks are generated by the Pharmacy and are electronic requests for medication refills. Double Click on the task and the Med Renewal screen will open. Edits to the medication may be made from this screen. Selecting Approve or Deny, as applicable, on the Renewal Screen will clear this task. These can be handled by the covering Resident.

Task	Action Needed
Sign Note	<ul style="list-style-type: none"> • This task is generated after a note has been documented by a resident/attending. • This is a reminder to sign the note to finalize. • Signing the note will clear this task. • These tasks should only be handled by the resident/attending who is the owner of the note.
Unable to Schedule Order	<ul style="list-style-type: none"> • This task is generated by Radiology when they are unable to schedule the order for a particular reason. • More specifics regarding each situation is contained in the task. • Click done to clear the task when finished. • This can be handled by the covering resident.
Verify Patient Results	<p>This indicates results that need to be verified. Here are a couple of notes regarding these tasks and how they are completed.</p> <ul style="list-style-type: none"> • Completing the Worklist first will eliminate the bulk of these tasks and should be done so that the following items are what is left. • There may be tasks for Pediatric patients which need to be left for the Pediatric residents to take the appropriate action based on their workflow at the RAP Clinic. • There are on occasion results that are coming back for orders on paper. Please take the appropriate action with these. • Occasionally, some results are tasking from inpatient rotations. Please call the Lab and ask that they update the ordering provider as appropriate and resend so the task so it drops off.