Care360® Labs & Meds 2013.2
General Tasks, Order Tasks, and Patient Contact Reminders

General tasks can be created by all Labs & Meds users. Patient contact reminders and order tasks can only be created if your organization subscribes to the following premium services:

- *Patient Task Reminders*
- *Clinical Services (EHR)*
- *Provider Orders*

View and Manage a Task or Patient Contact Reminder

1. Click *Message Center* > *Tasks*.
2. To view patient contact reminder/general tasks, do the following:
    a. Click the *Tasks* tab.
    b. Click the subject of the task you want to view.
    c. Update the task, mark it completed or erroneous, or create a new task as needed.
3. To view order tasks, do the following:
    a. Click the *Order Tasks* tab.
    b. Place your mouse pointer over to see more information about the procedure or tests.
    c. Click the order type of the task you want to view.
    d. Update the task, complete the task, or cancel the task.

Create a Patient Contact Reminder or General Task

1. To create a patient contact reminder or general task, click *Message Center* > *Tasks*.
2. Click the *Tasks* tab.
3. Click *Add Task*.
4. On the *Add a Task* dialog box, do the following:
    a. In the *Task Type* list, click a task type.
    b. In the *Patient* box, type the name of a patient to reference.
    c. If you are prompted to add an attachment, do the following:
        a. Click the *Select Attachment* link.
        b. Click the option button at a report you want to attach.
        c. Click *Attach Selected* to attach the lab report to the task.
    d. In the *Assigned To* list, click the name of the user to whom you want to assign the task.
    e. Type or select a *Due Date*.
    f. In the *Subject* box, type the title for the task.
    g. In the *Message* box, type the task content.
5. Click *Save* to assign the task.

Create a Radiology Order Task

1. On the patient summary, in the *Radiology Results/Orders* section, click *Write a Radiology Order*.
2. To enter a radiology procedure, begin typing a code or description in the *Procedure* box; click a match, or type a free text description.
3. To enter diagnoses, begin typing a code or description in the *Diagnoses* box; click a match, or type a free text description.
4. Click at *Diagnoses* to add more diagnoses.
5. Click an *Ordering Provider*.
6. If you have an authorization code for the procedure from the patient's insurance company, type it in the *Prior Auth #.* box.
7. To include allergy information, select the *Include Allergies/Adverse Reactions* check box. In the allergy/adverse reactions list, select the check box for any appropriate allergy.
8. Type any additional information that is relevant to the procedure in the *Instructions* box.
9. Click *Save to Orders* to place the order in the *Orders* queue.
10. Click *Review*.
11. Click a name in the *Finalize or Assign* list.
12. Type any additional information in the *Task Message* box.
13. Click *Submit*.

Create a Lab Order Task

1. On the patient summary, in the *Recent Requisitions/Test Results* section, click *Write a Lab Order*.
2. If necessary, in the *Ordering Lab* list at the top of the dialog box, click the lab that you want to work with and then click the appropriate client name or number in the *Client* list.
3. To enter a diagnosis, begin typing a code or description in the *Diagnoses* box and then click a match.
4. To enter a test, begin typing a code or description in the *Tests* box and then click a match.
5. If a specimen needs to be collected during a specified time frame, click the calendar to specify a *Draw On* date.
6. If the patient needs to fast prior to specimen collection, select the *Fasting* check box. Otherwise, leave this check box cleared.
7. Click *Save to Orders*.
8. Click *Review*.
9. Click a name in the *Finalize or Assign* list.
10. Type any additional information in the *Task Message* box
11. Click *Submit*.

For help, contact the Help Desk at 1-800-697-9302.

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