

Create To do lists

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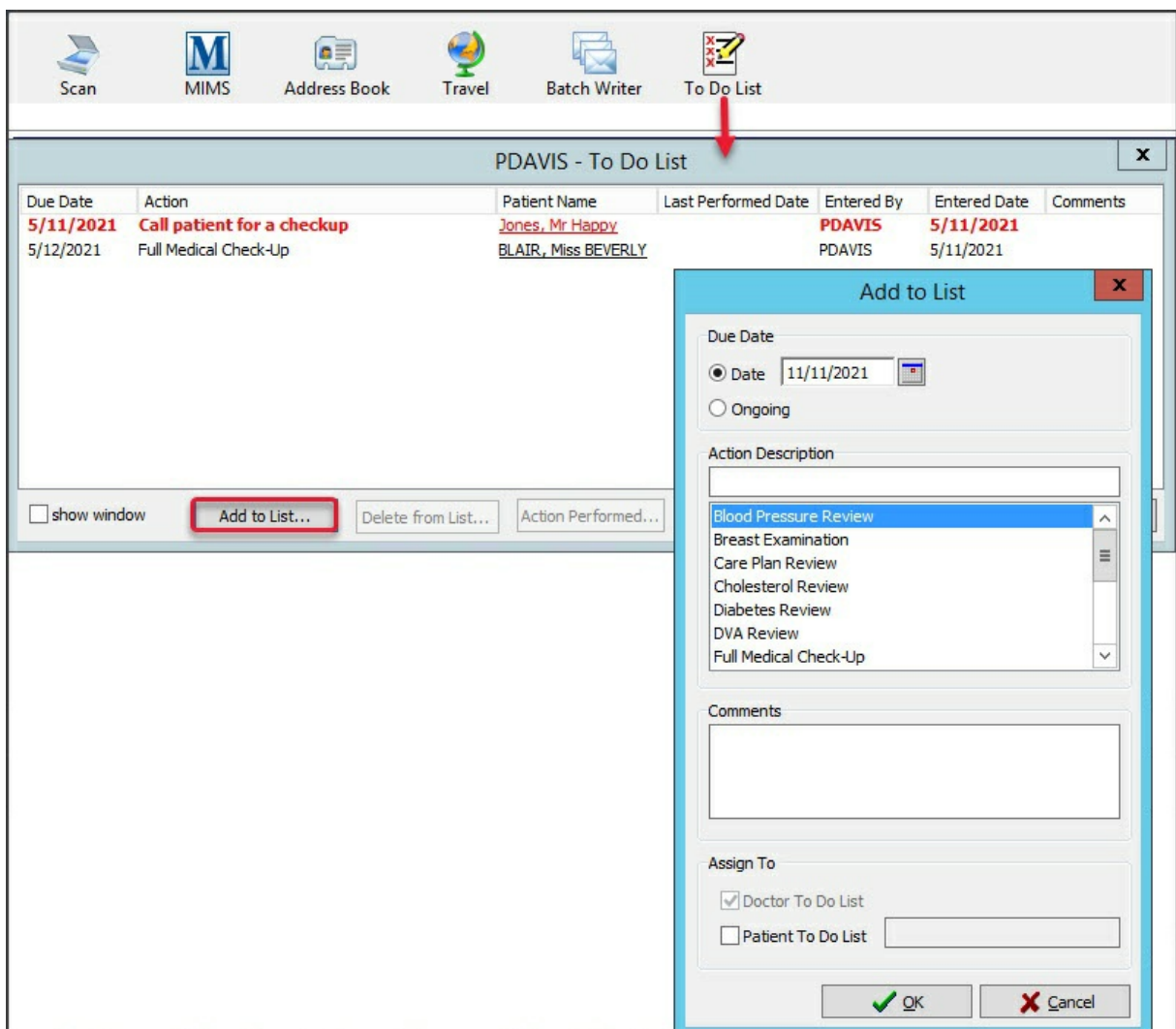
Use patients and your own To Do List to manage and remember tasks. Tasks can be given due dates and patient's tasks will have pop-ups when you open a patient's record.

Doctor's To Do List

The doctor's To Do List lets you select from a list of common tasks and add the task to a patient's To Do List.

To add a task:

1. Select the **To Do List** from the top menu.
2. Use the **Date** field to set the due date for the task.
3. Use the **Action Description** field to add an action.
4. Select **Patient To Do List** if you want to add the task to the patient's To Do List.
5. Select **OK**.



The screenshot shows the ZEDMED software interface. At the top, there is a menu bar with icons for Scan, MIMS, Address Book, Travel, Batch Writer, and To Do List. A red arrow points to the 'To Do List' icon. Below the menu bar is a window titled 'PDAVIS - To Do List' with a close button (X). The window contains a table with columns: Due Date, Action, Patient Name, Last Performed Date, Entered By, Entered Date, and Comments. The table has two rows of data. Below the table is a toolbar with buttons: 'show window', 'Add to List...' (highlighted with a red box), 'Delete from List...', and 'Action Performed...'. An 'Add to List' dialog box is open over the main window. The dialog box has a title bar with a close button (X). It contains the following fields: 'Due Date' with a radio button for 'Date' (selected) and a date field set to '11/11/2021', and a radio button for 'Ongoing'; 'Action Description' with a text input field; a list box containing 'Blood Pressure Review', 'Breast Examination', 'Care Plan Review', 'Cholesterol Review', 'Diabetes Review', 'DVA Review', and 'Full Medical Check-Up', with 'Blood Pressure Review' selected; 'Comments' with a text area; and 'Assign To' with a checked checkbox for 'Doctor To Do List' and an unchecked checkbox for 'Patient To Do List'. At the bottom of the dialog box are 'OK' and 'Cancel' buttons.

Due Date	Action	Patient Name	Last Performed Date	Entered By	Entered Date	Comments
5/11/2021	Call patient for a checkup	Jones, Mr Happy		PDAVIS	5/11/2021	
5/12/2021	Full Medical Check-Up	BLAIR, Miss BEVERLY		PDAVIS	5/11/2021	

Patient's To Do List

You can add tasks to the patient's To Do List, like a blood pressure check the next time they come in. This task can also be added to the doctor's To Do List, like a follow-up call to the patient the next day.

To add a task:

1. Select the **To Do List** icon from above the **Summary Views** section.
2. Use the **Action Description** field to add to select an action.
3. Select **Doctor To Do List** if you want to add the task to the doctor's To Do List.
4. Select **OK**.

