

To do lists

Last Modified on 09/10/2023 3:04 pm AEDT

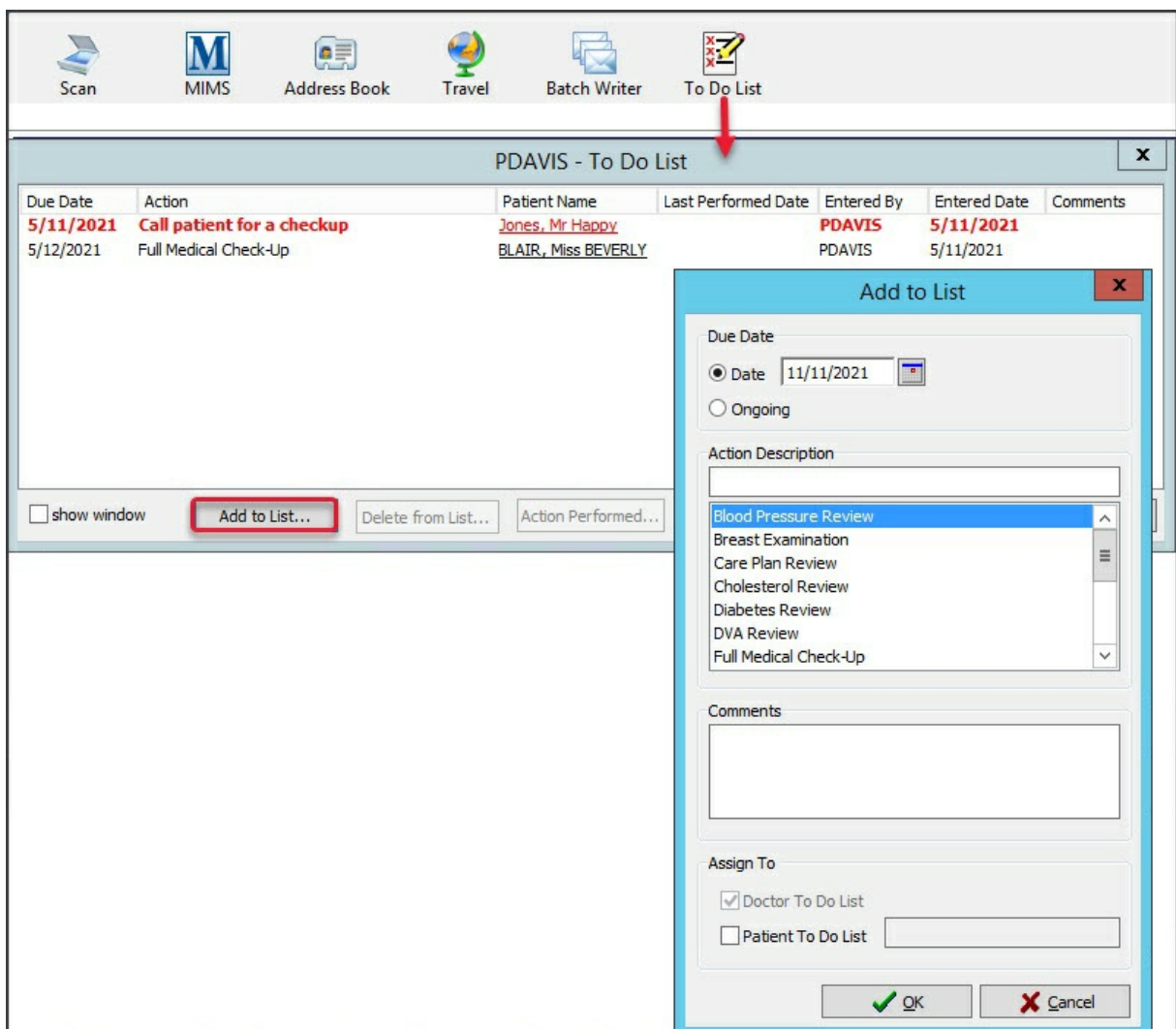
Use patients and your own To Do List to manage and remember tasks. Tasks can be given due dates and patient's tasks will have pop-ups when you open a patient's record.

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 the following data:

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	

Below the table are buttons for 'show window', 'Add to List...' (highlighted with a red box), 'Delete from List...', and 'Action Performed...'. An 'Add to List' dialog box is open, showing the following fields:

- Due Date:** Radio buttons for 'Date' (selected) and 'Ongoing'. The date field is set to 11/11/2021.
- Action Description:** A text input field.
- Task List:** A list box containing: Blood Pressure Review, Breast Examination, Care Plan Review, Cholesterol Review, Diabetes Review, DVA Review, and Full Medical Check-Up. 'Blood Pressure Review' is selected.
- Comments:** A text input field.
- Assign To:** Radio buttons for 'Doctor To Do List' (selected) and 'Patient To Do List'.
- Buttons:** 'OK' and 'Cancel' buttons.

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 be added to the doctor's To Do List, for example, 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**.

