To do lists

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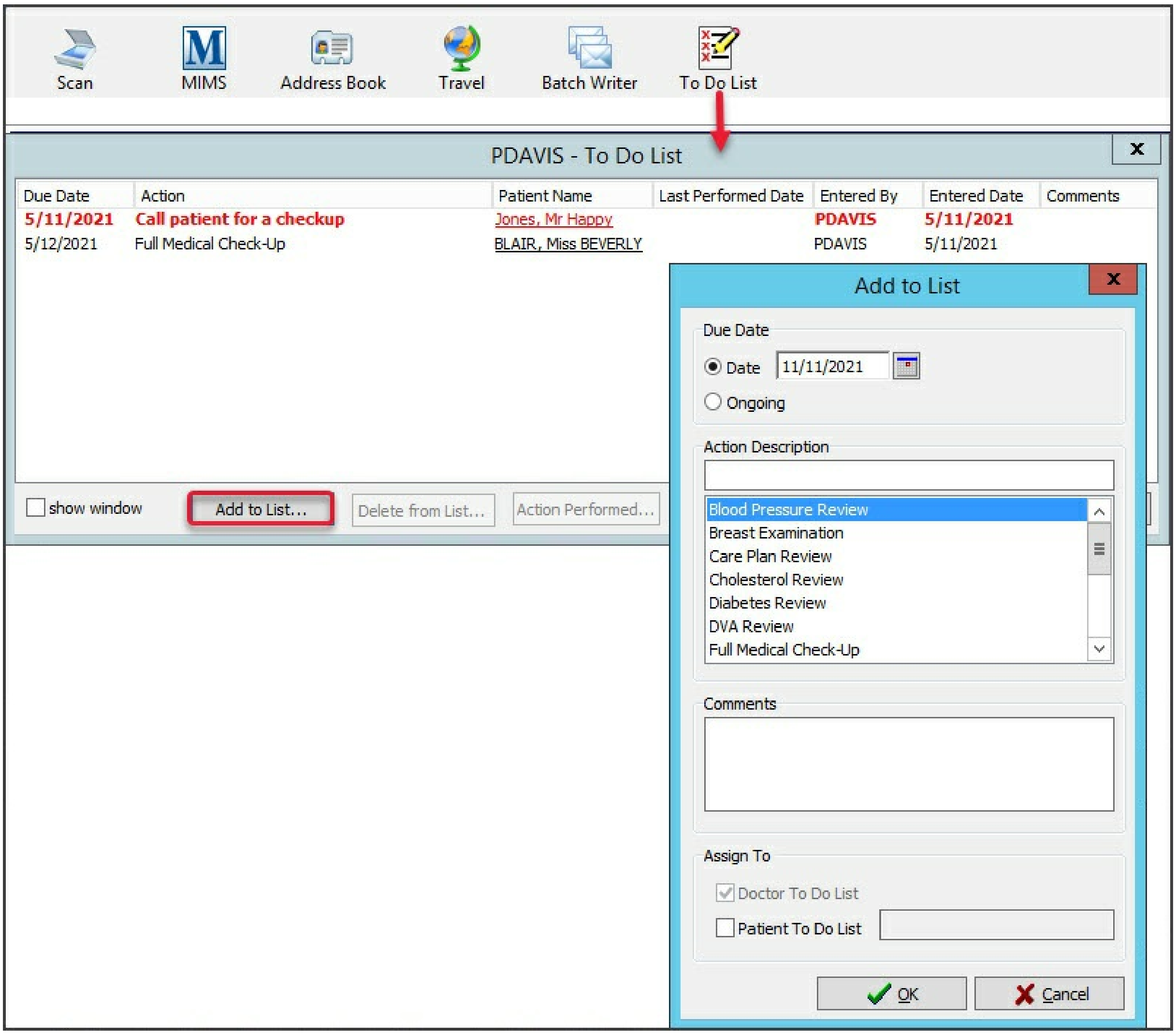
Use patients and your own To Do List to manage and remember tasks. Tasks can be given due dates and patient's tasks will have pop-ups when you open a patient's record.

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**.



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.**