Create To do lists

Last Modified on 13/01/2025 2:22 pm AEDT

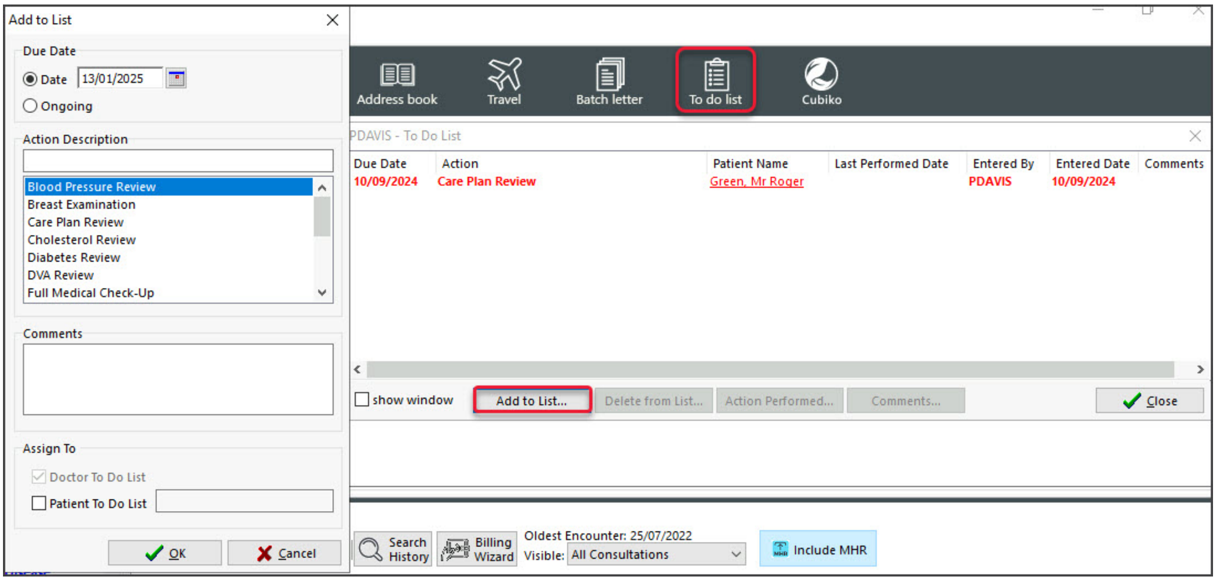
Use patients and your own To Do List to manage and remember tasks. Tasks can be given due dates and patient's tasks will have pop-ups when you open a patient's record.

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**.

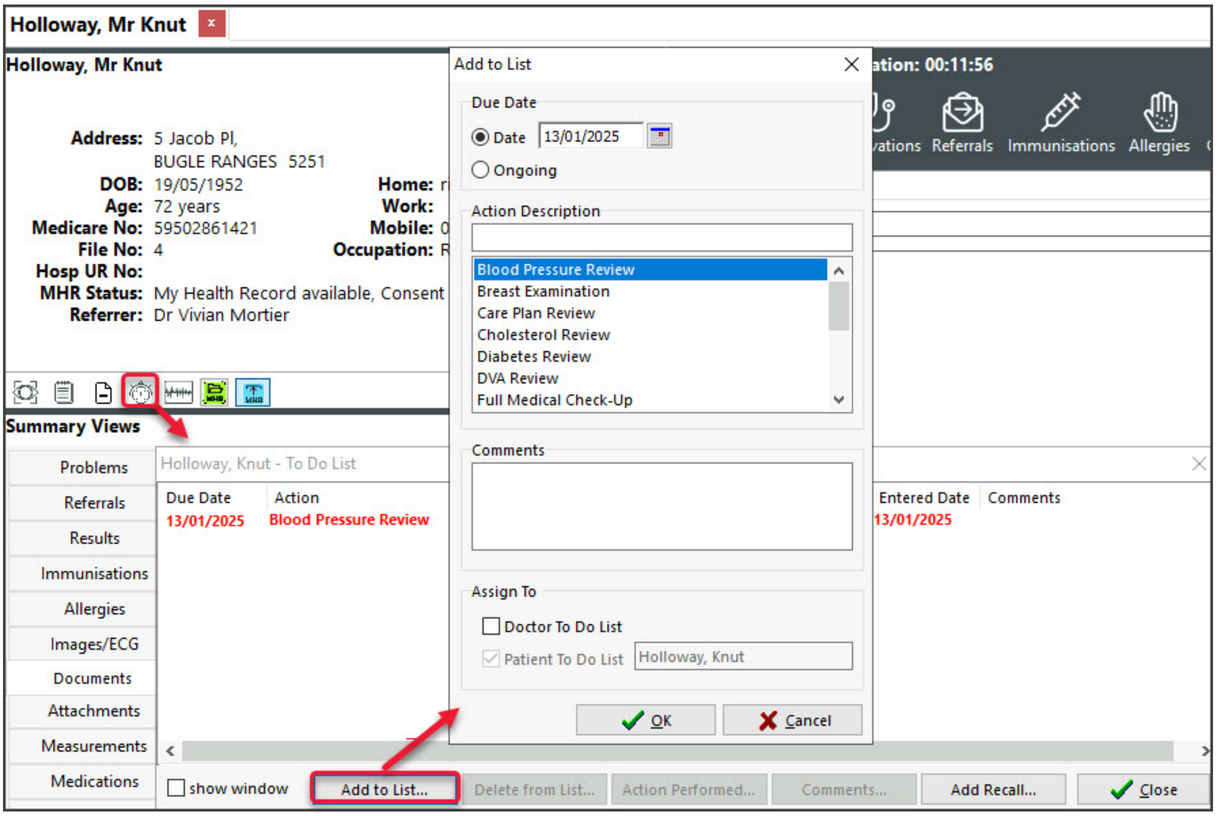


Patient's To Do List

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.**


Holloway, Mr Knut
Address: 5 Jacob Pl, BUGLE RANGES 5251
DOB: 19/05/1952
Age: 72 years
Medicare No: 59502861421
File No: 4
Hosp UR No:
MHR Status: My Health Record available, Consent
Referrer: Dr Vivian Mortier
Summary Views
Problems
Referrals
Results
Immunisations
Allergies
Images/ECG
Documents
Attachments
Measurements
Medications
Holloway, Knut - To Do List
Due Date
Action
13/01/2025
Blood Pressure Review
Entered Date
Comments
show window
Add to List...
Delete from List...
Action Performed...
Comments...
Add Recall...
Close
Add to List
Due Date
Date
13/01/2025
Ongoing
Action Description
Blood Pressure Review
Breast Examination
Care Plan Review
Cholesterol Review
Diabetes Review
DVA Review
Full Medical Check-Up
Comments
Assign To
Doctor To Do List
Patient To Do List
Holloway, Knut
OK
Cancel
Referrals
Immunisations
Allergies