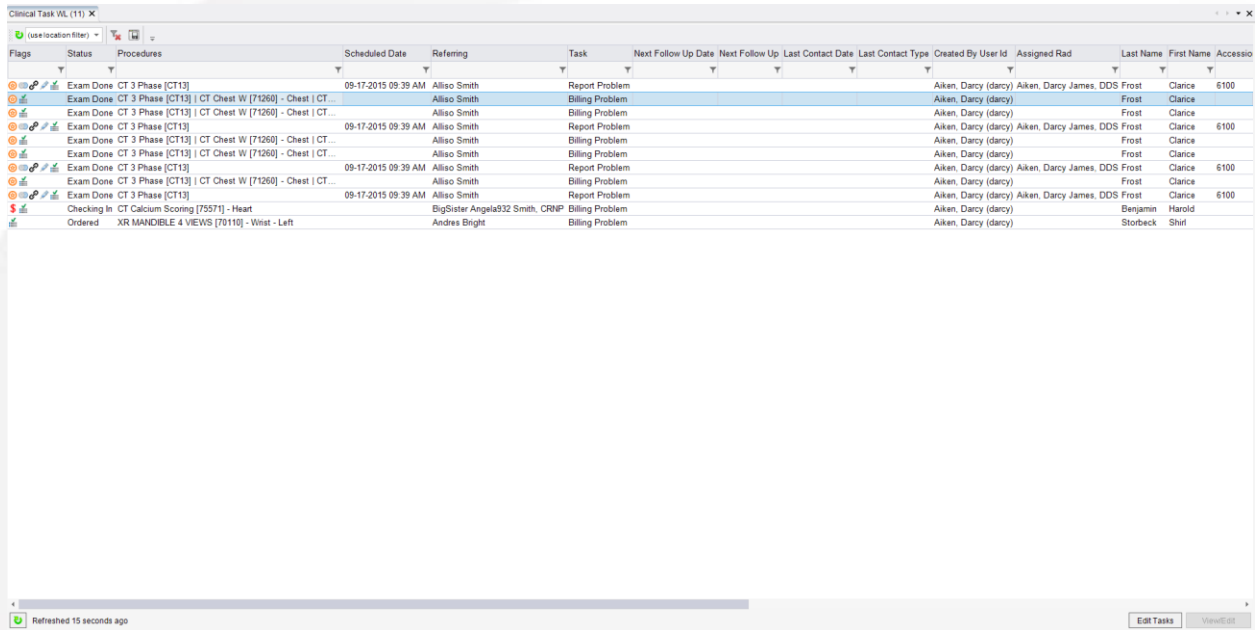


## Task List

You can create tasks related to the study that don't prevent the study from being read.

Once a task is created, you can view them on the Clinical Tasks WL



Flags	Status	Procedures	Scheduled Date	Referring	Task	Next Follow Up Date	Next Follow Up	Last Contact Date	Last Contact Type	Created By User Id	Assigned Rad	Last Name	First Name	Accession
	Exam Done	CT 3 Phase [CT13]	09-17-2015 09:39 AM	Alliso Smith	Report Problem					Aiken, Darcy (darcy)	Aiken, Darcy James, DDS	Frost	Clance	6100
	Exam Done	CT 3 Phase [CT13]   CT Chest W [71260] - Chest   CT...		Alliso Smith	Billing Problem					Aiken, Darcy (darcy)		Frost	Clance	
	Exam Done	CT 3 Phase [CT13]   CT Chest W [71260] - Chest   CT...		Alliso Smith	Billing Problem					Aiken, Darcy (darcy)		Frost	Clance	
	Exam Done	CT 3 Phase [CT13]	09-17-2015 09:39 AM	Alliso Smith	Report Problem					Aiken, Darcy (darcy)	Aiken, Darcy James, DDS	Frost	Clance	6100
	Exam Done	CT 3 Phase [CT13]   CT Chest W [71260] - Chest   CT...		Alliso Smith	Billing Problem					Aiken, Darcy (darcy)		Frost	Clance	
	Exam Done	CT 3 Phase [CT13]   CT Chest W [71260] - Chest   CT...		Alliso Smith	Billing Problem					Aiken, Darcy (darcy)		Frost	Clance	
	Exam Done	CT 3 Phase [CT13]	09-17-2015 09:39 AM	Alliso Smith	Report Problem					Aiken, Darcy (darcy)	Aiken, Darcy James, DDS	Frost	Clance	6100
	Exam Done	CT 3 Phase [CT13]   CT Chest W [71260] - Chest   CT...		Alliso Smith	Billing Problem					Aiken, Darcy (darcy)		Frost	Clance	
	Exam Done	CT 3 Phase [CT13]	09-17-2015 09:39 AM	Alliso Smith	Report Problem					Aiken, Darcy (darcy)	Aiken, Darcy James, DDS	Frost	Clance	6100
	Checking In	CT Calcium Scoring [75571] - Heart		BigSister Angela932 Smith, CRNP	Billing Problem					Aiken, Darcy (darcy)		Benjamin	Harold	
	Ordered	XR MANDIBLE 4 VIEWS [70110] - Wrist - Left		Andres Bright	Billing Problem					Aiken, Darcy (darcy)		Storbeck	Shir	

Right click on the task for more options

### Order level

- Patient Folder
- Print Forms
- Attachments
- Edit Clinical Tasks
- Edit Image Request
- Burn CD
- RADAR Quick Message
- Distribution History
- Add to Folder

### Study Level Task

- View Study
- Patient Folder
- View/Edit
- Print Forms
- Attachments
- Edit Clinical Tasks
- Edit Image Request
- Burn CD
- RADAR Quick Message
- View Images
- Distribution History
- Add to Folder
- Create Critical Result

Once task is set the task flag will appear on selected WL

Flags	Status	Procedures	Scheduled Date	Referring	MRN	Pati
!	Exam Done	XR Hip Unilateral AP [73500]	12-05-2001 12:48 PM	Wilson, John	4353535	Trus
!	Exam Done		04-11-2003 8:40 AM	Wilson, John	477282529	Setz
	Exam Done	XR Hip Unilateral AP [73500]	09-30-2003 10:39 AM	Wilson, John	EP393922	Hip,
	Exam Done	XR Femur 2 Views [73550]	11-11-2003 8:41 PM	Wilson, John	696969	Arm
	Exam Done	MRA Brain Wo [70544]	01-05-2004 8:30 AM	Wilson, John	MRA16666	Trai
	Exam Done	MR Breast Uni Wo Or W [77058]	11-02-2004 12:09 PM	Wilson, John	B16-12-5046	Hay
	Exam Done	MR Breast Uni Wo Or W [77058]	05-04-2005 12:07 PM	Wilson, John	B16-12-5046	Hay

To add a task

Edit Tasks: GANOUNG, Faustino #11908DA

Clinical task Add New Task

Type	Created By	Created Date	Completed By	Completed Date	Accession #
Report Problem	Aiken, Darcy (darcy)	03-15-2018 03:48 PM			8464DA
<input checked="" type="checkbox"/> Billing Problem	Aiken, Darcy (darcy)	03-15-2018 03:48 PM	Aiken, Darcy (darcy)	03-15-2018 03:48 PM	

**Task Details** | Contact Log

Type: **Report Problem** Created By: Aiken, Darcy J, DDS

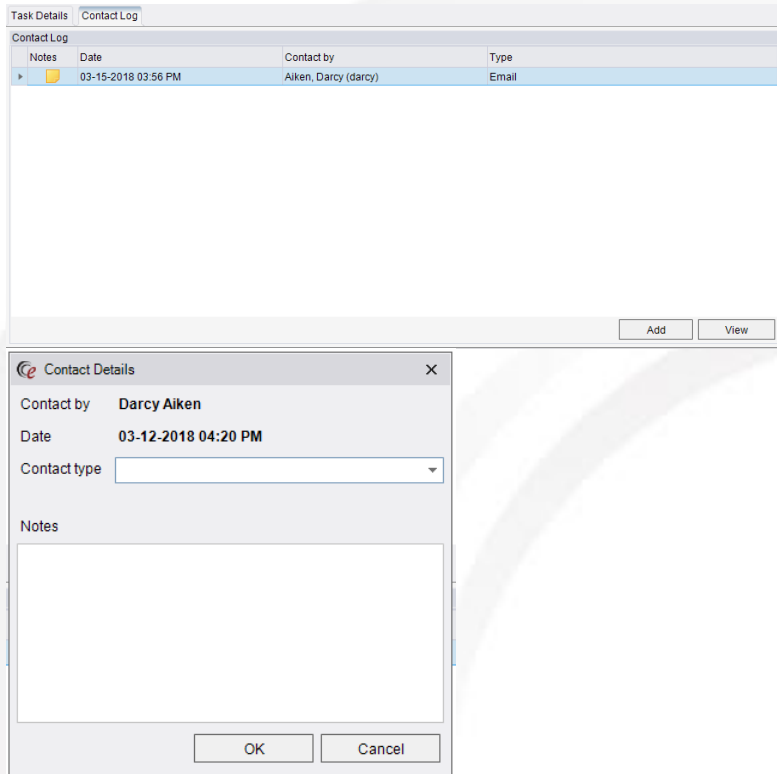
Notes  
03-15-2018 darcy -

Next follow up: MM-dd-yyyy  Next follow up type:

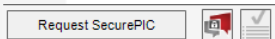
Exclude from Pending Dictation WL until completed  Completed

Request Addendum | Assign To Request Addendum or Assign to a Rad | Save | Close

To add a contact Log for a specific task



View Edit:



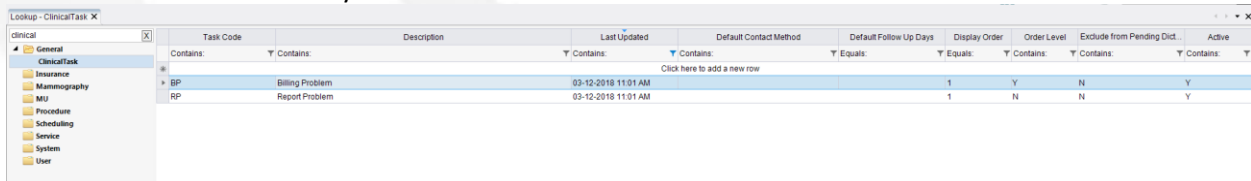
Clinical task summary button on View Edit in the bottom left portion of the screen.



Clinical task summary button on View Edit for an exam that has an assigned task.

**Under the administration tab, select Clinical Task**

Add the different tasks that you would like created.



You can make the task free text, auto text or both

Lookup - ClinicalTask X

Task Code	Description	Last Updated	Default Contact Method	Default Follow Up Days	Display Order	Order Level	Exclude from Pending Dict...	Active
BP	Billing Problem	03-12-2018 11:01 AM		1	1	Y	N	Y
RP	Report Problem	03-12-2018 11:01 AM		1	1	N	N	Y