Column	Description
P	Indicates the **Priority** (level of urgency) for the selected task. The 3 priorities include:  - Urgent  - ASAP No indicator displayed indicates a task that should be completed on a Routine basis.
D	(**Delegated**) Indicates whether or not responsibility for the task has been delegated.
Task	Describes the particular information or action required by the task.
Patient	Patient with whom the task is associated. If blank, the task is not associated with a specific patient.
Assigned To	Person or team to whom "ownership" of the task is assigned.
Created By	Indicates whether the task was manually created (name of the person who created the task) or system-generated.
Created On	Date and time the task was created.
Status	Task status. Statuses may include: • **Active** — Indicates a task for which the activate date has been reached, but has *not* yet been completed. • **In Progress** — Indicates a task that is currently being performed. • **Complete** — Indicates a task that has been performed or completed. • **Inactive** — Indicates a task for which the activate date has not yet been reached. • **Removed** — Indicates a task which has been removed rather than completed.
Due	Task due status.  Indicates a task for which the due date has been reached, but has *not* yet been completed. No indicator displayed indicates a task for which the due date has *not* yet been reached.
MRN	(**Medical Record Number**) MRN of the patient with whom the task is associated.

Working the Task List

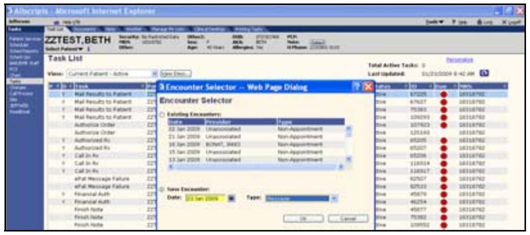
After selecting the **Task List** page and sorting the information, the task list is ready to be worked. Working a task list includes the following activities:

Activity	Description
Viewing more information about a task	Select it, and then click **Details**. The system displays the **Task Details** page for that task.
Marking the status of a task as In Progress	Select the task, and then click In **Progress**. The name of the user who performed this action displays in the **Comments** box.
Performing or Completing a task	Select the task, and then click **Go To**. The system displays the workspace from which a task's action must be performed. For example, if working a Sign Note task, click **Go To** to display the **Note Authoring Workspace** and sign the note.
Reassigning a task	Select the task, and then click **Reassign**. Indicate the new owner's name; select a JUP user or a team.
Removing a task	Select the task, and then click **Remove**. The system requires a reason why the task is being removed to be indicated. Enter additional details as appropriate.
Replying to a task	Select the task, and then click **Reply**. Indicate who should receive the reply, and then enter an appropriate comment. You can also edit the task's priority if appropriate.
Copying a task to a note	Select the task, and then click **Copy to Note**. If a note is not in context, then the system displays the **Note Selector**; select the appropriate note.

Copy to a Note

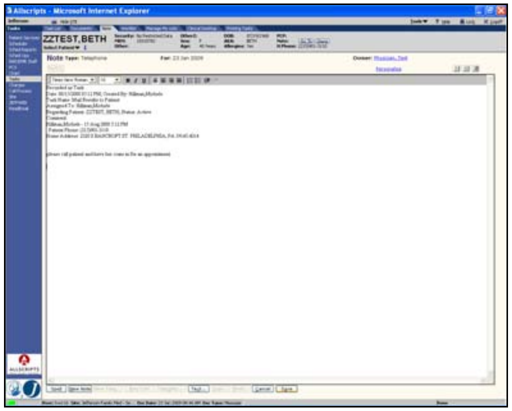
The copy to note feature is used when a message is complete.

1. Select the message that needs to be put in the patient's chart and click the **Copy to Note** button.
2. An encounter selector box appears, fill in the encounter type drop-down with **Message**.



3. A note selector box opens, which needs to be completed.
4. The **Style** is **Unstructured**, the **Visit Type** is **Telephone** and the owner is your name. Once this is done,
5. Click **OK**.

6. The note will open with all of the information from the task string is captured inside.



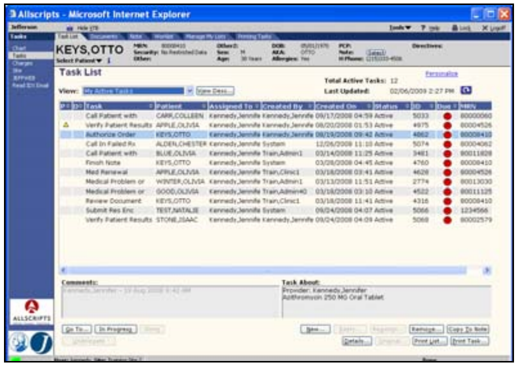
7. Add any additional information and click **Sign**.
8. Enter your password in the signature box and click **OK**.

9. Click on **Close** in the **Patient Banner**.

10. The note selector box will appears again. Click on the **X** to close the box and return to the task list.
11. On the task list, the task that was copied to the note will be highlighted.
12. Select **Done** so that the task that was copied to a note falls off the task list.

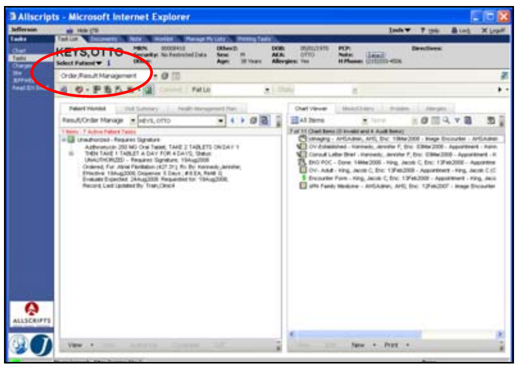
Authorizing Medication Orders

1. Double-clicking on an Authorize Order task.

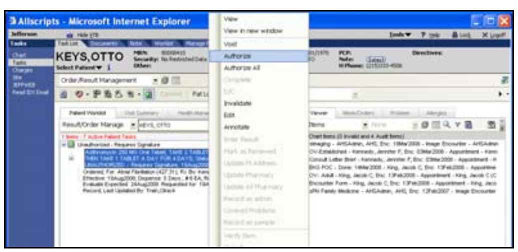


2. The system navigates to the Clinical Desktop.

3. Change the drop-down view to **Order/Result Management** so that the Patient Worklist and Chart Viewer components both display on the screen.



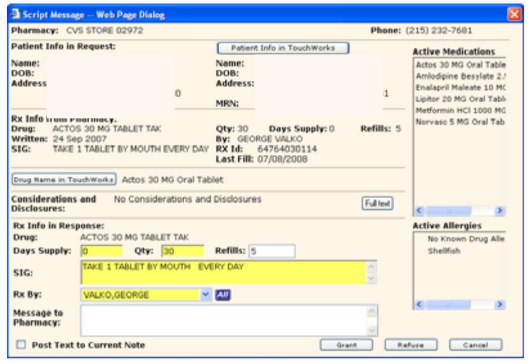
4. Right-click to authorize or take other action on the item.



5. The task automatically drops off the task list.

Renewing Meds from the Pharmacy

1. Double-clicking on an Rx Renew Request opens the task.



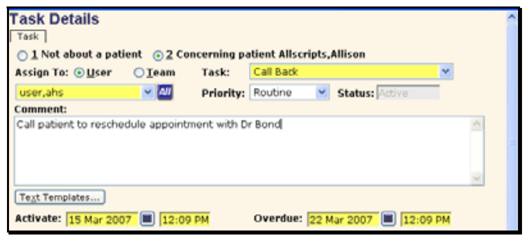
2. Click the **Grant** or **Refuse** button to take action.

3. If the medication is refused, complete the **Message to Pharmacy** box.

4. The task automatically drops off the task list.

Creating a New Task

1. If working from the **Clinical Desktop**, click the button from the desired component. To open the **Task Detail** page:



2. Select the appropriate **User** or **Team** radio button in the **Assign To** area.

3. Select the desired **User** or **Team** name from the **Assign To** drop-down menu or click the **All** button and search for the appropriate recipient.

4. From the **Task** drop-down field, select the desired task type.

5. Choose the desired priority for this task from the **Priority** field - Routine (24hrs), ASAP (6hrs) or Urgent (2hrs).

6. Enter the desired text for the person receiving this task to read in the **Comments** field.

7. If applicable, select the desired **Create Notify Task When** checkbox for this task.

8. Click **OK** to send the new task.

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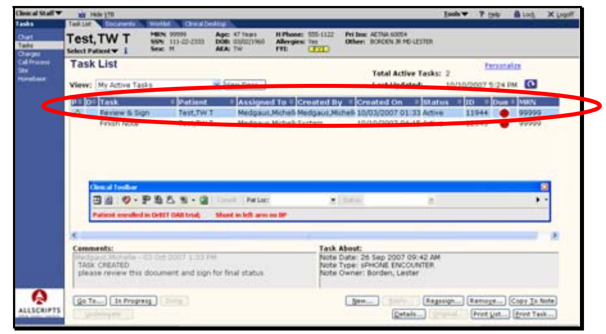
TASKING AND WORKLISTS

Viewing the Task List

A JUP task is defined as a request to either supply information or perform an action. Tasks are both created and completed in the system either manually or automatically (that is, triggered by the system as a result of specific activities). Utilizing tasks promotes effective communication and maximizes efficiency.

From the **Vertical** toolbar, select **Tasks**. The **Task List** page displays.



- The **Task List** page may be sorted in ascending or descending order using any of the column headings displayed by clicking the arrows to the right of the column name.

Task View	Description
My Active Tasks	Displays active tasks for the person currently logged into the system.
Current Patient – Active	Displays only active tasks associated with the patient currently displayed in the **Patient Banner**.
Current Patient - All	Displays all tasks associated with the patient currently displayed in the **Patient Banner**.
My Completed Tasks for Today	Displays tasks completed today for the person logged into the system.
Team Views	Displays a shared team view so that all members of a team can access the appropriate tasks.