
Creating a Patient Task sends a notification within the chart or a request for additional services.

Creating a Patient Task

- Select the **Patient Task** tile.
- Select + in lower right corner.
- Complete fields in task window.
 - Task Code
 - Assigned To
 - Due Date: today
 - Status: not started
 - Priority: select appropriate, defaults to normal
 - Comment: reason for task.

Common Tasks

- **Notification of changing the Start and/or End time of a visit by more than 10 minutes.**
 - Task Code – MCG+/EVV Corrections
 - Assigned to – 327635 MCG+/EVV, Corrections
 - Due date – Today's date
 - Comment – Why the time had to be changed
 - **Add Insurance Authorization for more visits.**
 - Task Code – Auth for more visits-add Discipline & # of visits requested.
 - Assigned to – 169764 Authorization, Insurance
 - Due date – Today's date
 - Comment – Add **Discipline** and how many additional visits are being requested
 - **LiveSafe**
 - Task Code – FYI – for your information/Clinician Reminder
 - Assigned to
 - 276471 LiveSAFE Bangor
 - 276472 LiveSAFE Ellsworth
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From the Office of Clinical Informatics

Netsmart – Patient Tasks

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- 276473 LiveSAFE Presque Isle
- 276475 LiveSAFE South Portland
- 276476 LiveSAFE Waterville
- Due date – Today's date
- Comment – Identify contact person, along with information about need for equipment

➤ Telehealth

- Task Code – HHA for Telehealth setup
- Assigned to
 - 251849 TELEHEALTH, North (Bangor, Ellsworth, Aroostook)
 - 251847 TELEHEALTH, South (South Portland, Waterville)
- Due date – Today's date
- Comment
 - Information for Telehealth staff
 - Diagnosis
 - If patient needs a small or bariatric unit
 - Is dropship appropriate for the unit

➤ Scheduling HHA (Aide) visits

- Task Code – Need to schedule assigned discipline
- Assigned to
 - 185721 SCHEDULING, Bangor
 - 306405 SCHEDULING, Coastal
 - 185719 SCHEDULING, Ellsworth
 - 306406 SCHEDULING, Portland
 - 185720 SCHEDULING, Presque Isle
 - 306404 SCHEDULING, Sebago Lake
 - 169765 SCHEDLING, South Portland
 - 271882 SCHEDULING, Waterville
- Due date – Today's date
- Comment – HHA Visit Frequency, first week visits are assigned to Unassigned, Aide