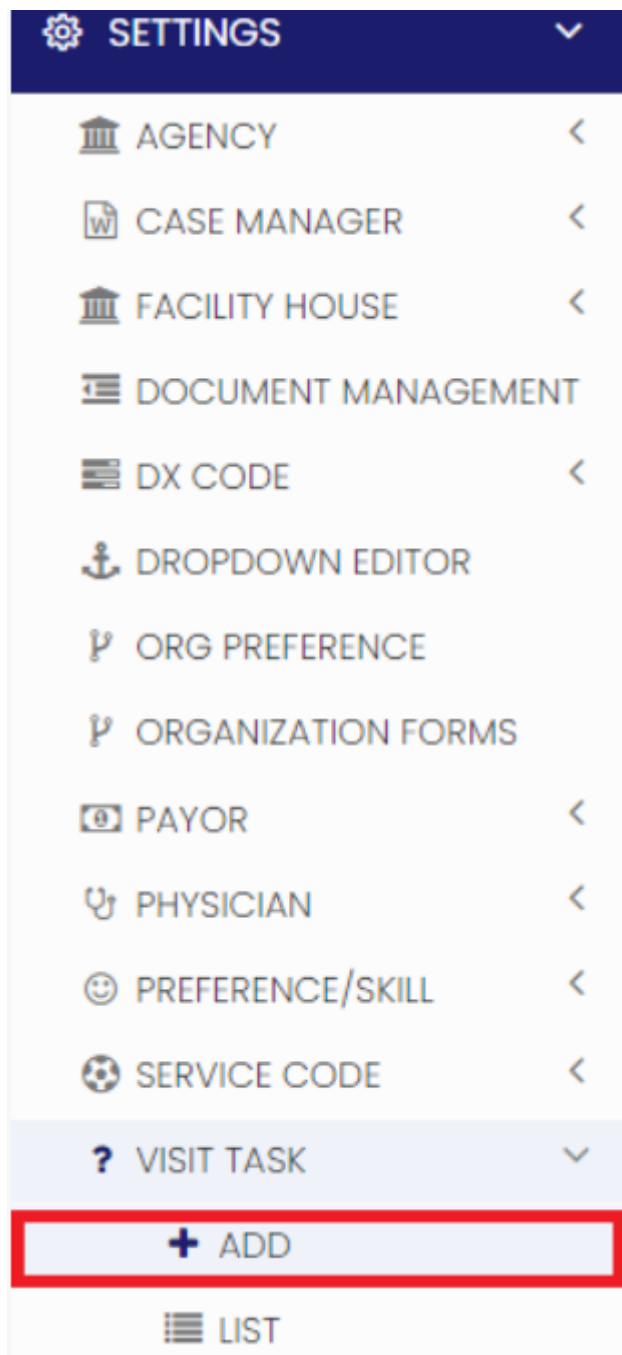# Visit Task

A Visit Task refers to a specific set of responsibilities and activities performed by a caregiver during a patient's Day Care.

Note: All Fields marked with * are mandatory and must be filled out, otherwise the system will generate an error indicating that the required information is missing.

Adding Visit Task

Settings >> Visit Task >> +Add option

The user can update the task details in the required fields and Click Save option.

ADD VISIT TASK ENTER VISIT TASK INFORMATION

Task Detail

Task Type ❓ *

Select Task Type ⌄

Service

Select ⌄

Task Code ❓

Task Code

Category ❓

Select Category ⌄

➕

Sub Category ❓

Select Sub Category ⌄

➕

Task Detail ❓ *

Enter Task Detail

Is Required? ❓

No ⌄

Default Frequency ❓

Select Frequency ⌄

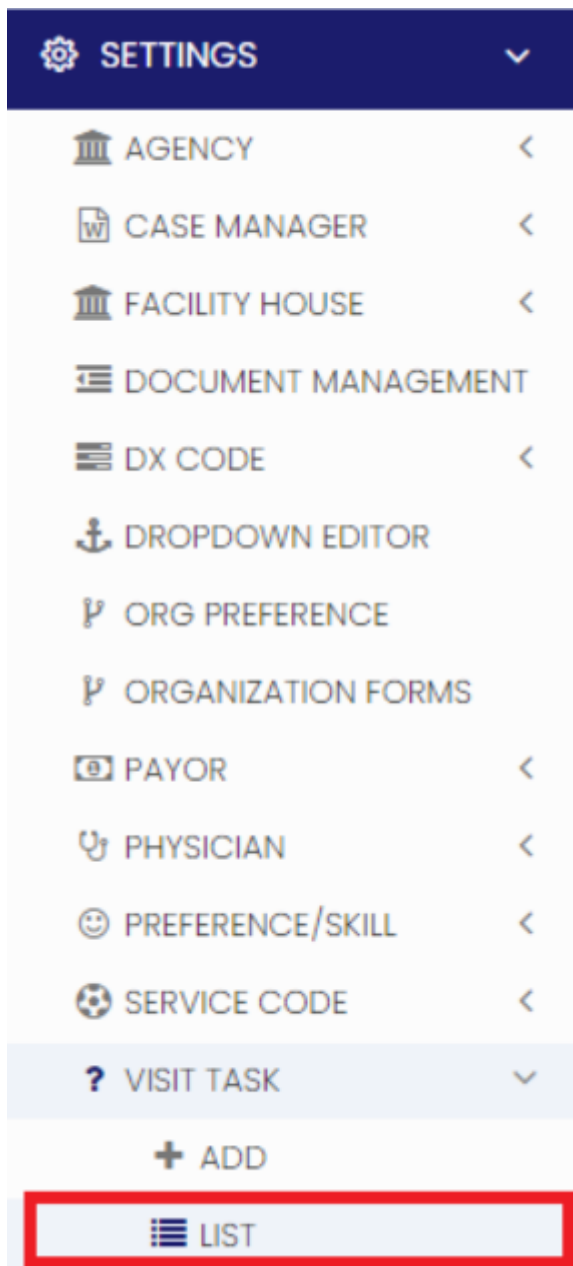Is Default? ❓

No ⌄

Task Option ❓

Select Task Option ⌄

Default Task Option ❓

No ⌄

Save   Cancel

Editing Visit Task

Settings >> Visit Task >> List

Select the task from the list using the checkbox and Click Edit option on the right side of the screen.

Now, Edit the required information and Click Update option.

Delete Visit Task

Select the Visit Task from list using the check box and click Delete or Disable Selected option in the screen.

Now, the Visit Task gets deleted and we can view the Visit Task under Deleted list.

The user can also Restore the deleted Visit Task by using the option Active on the right side of the screen.

Clone Task

The user can create the same Visit Task details for different service code by using the option Clone Task.

Select the Visit Task and click Clone Task on the screen.

Now, the clone task screen appears. Select the Target service from the List and click Clone option.

Now the new Visit task is created with Service name Nurse Assessment in the List.

Bulk Update

> ## Settings >> Visit Task >> List

The user can Bulk update the Task details like Visit Type, Task Type, Care Type and Service Code by using the option Bulk Update.

Select the Visit Task by using the check box and click Select Bulk Type option.

Now, select the Category from the list and the related options and then click Bulk Update option.

VISIT TASK LIST

Task Detail	Category	Task Type	Visit Type	Service		Is Default?	Is Required?	Minimum Time Required	Action
Task Detail	Select Category	Select	Select	Select					Search Reset
Field Trips	Daily Activities	Task	Non Clinical	Nurse Assessment	N/A	Yes			
Supervision	Activities of Daily Living	Task	Non Clinical	Nurse Assessment	N/A	Yes			
Health and Medical	Activities of Daily Living	Task	Non Clinical	Nurse Assessment	N/A	Yes			
Personal Hygiene	Activities of Daily Living	Task	Non Clinical	Personal care	N/A	Yes			
Laundry	Activities of Daily Living	Task	Non Clinical	Adult Day Care	N/A	Yes			

The required Category has been added in the list.

VISIT TASK LIST

Task Detail	Category	Task Type	Visit Type	Service	Service Code	Is Default?	Is Required?	Minimum Time Required	Action
Task Detail	Select Category	Select	Select	Select	Service Code				Search Reset
Field Trips	Daily Activities	Task	Non Clinical	Nurse Assessment	N/A	Yes			
Supervision	Activities of Daily Living	Task	Non Clinical	Nurse Assessment	N/A	Yes			
Health and Medical	Activities of Daily Living	Task	Non Clinical	Adult Day Care	N/A	Yes			

Revision #4
Created 7 November 2023 16:58:46 by Thamarai
Updated 21 November 2023 18:41:55 by Thamarai