

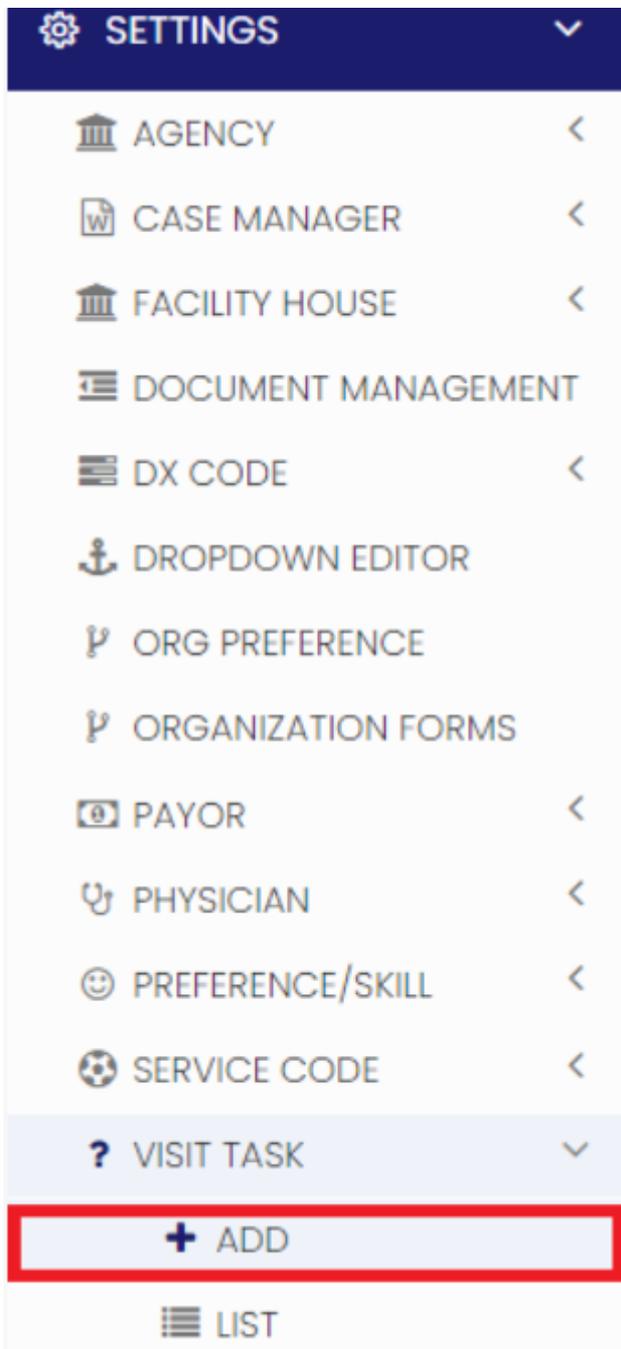
# Visit Task

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.

Task Detail

**Task Type** ⓘ \*

**Service**

**Task Code** ⓘ

**Category** ⓘ



**Sub Category** ⓘ



**Task Detail** ⓘ \*

**Is Required?** ⓘ

**Default Frequency** ⓘ

**Is Default?** ⓘ

**Task Option** ⓘ

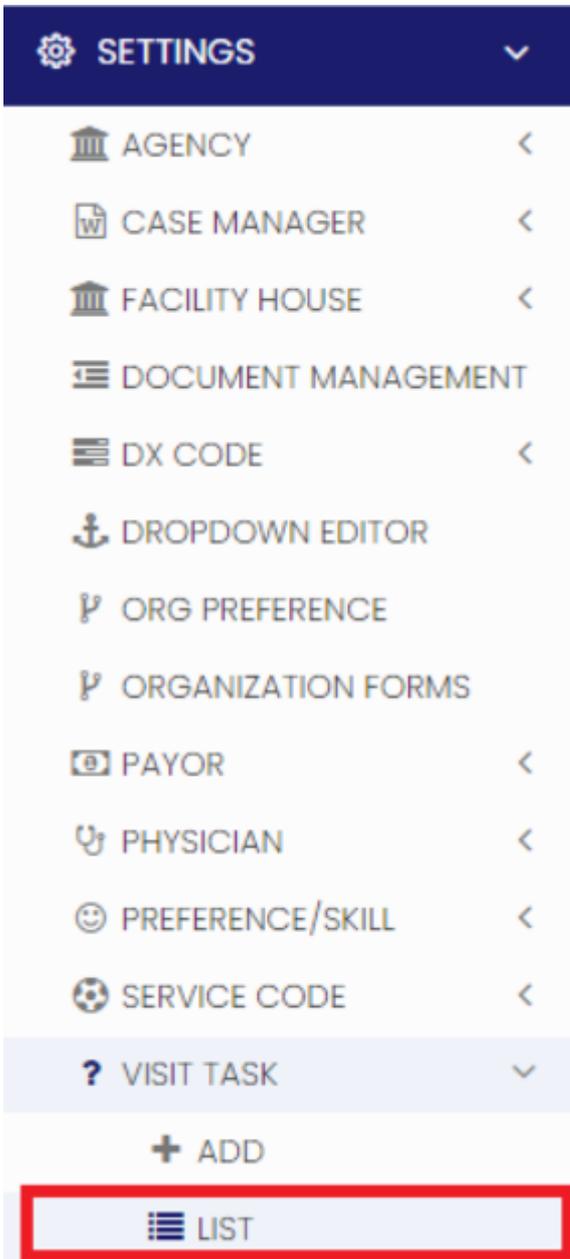
**Default Task Option** ⓘ

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.

VISIT TASK LIST

Task Detail	Category	Task Type	Visit Type	Service	Service Code	Is Default?	Is Required?	Minimum Time Required	Action
<input type="checkbox"/> Task Detail	Select Category	Select	Select	Adult C	Service Code				Search Reset
<input type="checkbox"/> Laundry	Activities of Daily Living	Task	Non Clinical	Adult Day Care	N/A	Yes			<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/> Other	Daily Activities	Task	Non Clinical	Adult Day Care	S5102	Yes			<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/> Gardening/Horticultural	Daily Activities	Task	Non Clinical	Adult Day Care	S5102	Yes			<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input checked="" type="checkbox"/> Independent Project	Daily Activities	Task	Non Clinical	Adult Day Care	S5102	Yes			<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/> Special Group Projects	Daily Activities	Task	Non Clinical	Adult Day Care	S5102	Yes			<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/> Field Trips	Daily Activities	Task	Non Clinical	Adult Day Care	S5102	Yes			<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/> Beauty/Barber Shop	Daily Activities	Task	Non Clinical	Adult Day Care	S5102	Yes			<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 to 7 of 7 records

Now, Edit the required information and Click Update option.

Task Detail

**Task Type** \* Task   
**Visit Type** \* Non Clinical   
**Service** \* Adult Day Care   
**Task Code** 1   
**Service Code** S5102   
**Category** Daily Activities   
**Sub Category** Select Sub Category   
**Task Detail** \* Independent Project   
**Is Required?** No   
**Minimum Time Required** Minimum Time Required Minutes   
**Default Frequency** Select Frequency   
**Is Default?** Yes   
**Task Option** Select Task Option   
**Default Task Option** No

Update Cancel

# Delete Visit Task

Settings >> Visit Task >> List

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

VISIT TASK LIST

Refresh   
 Active   
Delete Selected   
 CloneTask   
+ Visit Task   
 Select Bulk Type   
Bulk Update

Task Detail	Category	Task Type	Visit Type	Service	Service Code	Is Default?	Is Required?	Minimum Time Required	Action
<input type="checkbox"/> Task Detail	Select Category	Select	Select	Adult C	Service Code				Search Reset
<input type="checkbox"/> Laundry	Activities of Daily Living	Task	Non Clinical	Adult Day Care	N/A	Yes			
<input type="checkbox"/> Other	Daily Activities	Task	Non Clinical	Adult Day Care	S5102	Yes			
<input type="checkbox"/> Gardening/Horticultural	Daily Activities	Task	Non Clinical	Adult Day Care	S5102	Yes			
<input checked="" type="checkbox"/> Independent Project	Daily Activities	Task	Non Clinical	Adult Day Care	S5102	Yes			
<input type="checkbox"/> Special Group Projects	Daily Activities	Task	Non Clinical	Adult Day Care	S5102	Yes			
<input type="checkbox"/> Field Trips	Daily Activities	Task	Non Clinical	Adult Day Care	S5102	Yes			
<input type="checkbox"/> Beauty/Barber Shop	Daily Activities	Task	Non Clinical	Adult Day Care	S5102	Yes			

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

VISIT TASK LIST

Refresh Deleted CloneTask + Visit Task

Task Detail	Category	Task Type	Visit Type	Service	Service Code	Is Default?	Is Required?	Minimum Time Required	Action
<input type="checkbox"/> Task Detail	Select Category	Select	Select	Adult C	Service Code				Search Reset
<input type="checkbox"/> Bathing	N/A	Task	Non Clinical	Adult Day Care	N/A	No			Active
<input type="checkbox"/> Independent Project	Daily Activities	Task	Non Clinical	Adult Day Care	SS102	Yes			Active

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

VISIT TASK LIST

Refresh Deleted Active Selected CloneTask + Visit Task Select Bulk Type Bulk Update

Task Detail	Category	Task Type	Visit Type	Service	Service Code	Is Default?	Is Required?	Minimum Time Required	Action
<input type="checkbox"/> Task Detail	Select Category	Select	Select	Adult C	Service Code				Search Reset
<input type="checkbox"/> Bathing	N/A	Task	Non Clinical	Adult Day Care	N/A	No			Active
<input checked="" type="checkbox"/> Independent Project	Daily Activities	Task	Non Clinical	Adult Day Care	SS102	Yes			Active

## Clone Task

Settings >> Visit Task >> List

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.

VISIT TASK LIST

Refresh Active Delete Selected CloneTask + Visit Task Select Bulk Type Bulk Update

Task Detail	Category	Task Type	Visit Type	Service	Service Code	Is Default?	Is Required?	Minimum Time Required	Action
<input type="checkbox"/> Task Detail	Select Category	Select	Select	Adult C	Service Code				Search Reset
<input type="checkbox"/> Laundry	Activities of Daily Living	Task	Non Clinical	Adult Day Care	N/A	Yes			Clone Delete
<input type="checkbox"/> Other	Daily Activities	Task	Non Clinical	Adult Day Care	SS102	Yes			Clone Delete
<input type="checkbox"/> Gardening/Horticultural	Daily Activities	Task	Non Clinical	Adult Day Care	SS102	Yes			Clone Delete
<input type="checkbox"/> Special Group Projects	Daily Activities	Task	Non Clinical	Adult Day Care	SS102	Yes			Clone Delete
<input checked="" type="checkbox"/> Field Trips	Daily Activities	Task	Non Clinical	Adult Day Care	SS102	Yes			Clone Delete
<input type="checkbox"/> Beauty/Barber Shop	Daily Activities	Task	Non Clinical	Adult Day Care	SS102	Yes			Clone Delete

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

## Clone task

Target Service Nurse Assessment Target Service Code Select

Task Detail	Category	Task Type	Visit Type	Service	Service Code	Is Default?	Is Required?	Minimum Time Required
<input checked="" type="checkbox"/> Field Trips	Daily Activities	Task	Non Clinical	Adult Day Care	S5102	Yes		

Clone Close

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

VISIT TASK LIST

Task Detail	Category	Task Type	Visit Type	Service	Service Code	Is Default?	Is Required?	Minimum Time Required	Action
<input type="checkbox"/> Task Detail	Select Category	Select	Select	Select	Service Code				<input type="button" value="Search"/> <input type="button" value="Reset"/>
<input type="checkbox"/> <span style="border: 2px solid red;">Field Trips</span>	Daily Activities	Task	Non Clinical	<span style="border: 2px solid red;">Nurse Assessment</span>	N/A	Yes			<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Supervision	Activities of Daily Living	Task	Non Clinical	Nurse Assessment	N/A	Yes			<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Health and Medical	Activities of Daily Living	Task	Non Clinical	Nurse Assessment	N/A	Yes			<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Personal Hygiene	Activities of Daily Living	Task	Non Clinical	Personal care	N/A	Yes			<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Laundry	Activities of Daily Living	Task	Non Clinical	Adult Day Care	N/A	Yes			<input type="checkbox"/> <input type="checkbox"/>

## 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.

VISIT TASK LIST

Select Bulk Type

Task Detail	Category	Task Type	Visit Type	Service	Service Code	Is Default?	Is Required?	Minimum Time Required	Action
<input type="checkbox"/> Task Detail	Select Category	Select	Select	Select	Service Code				<input type="button" value="Search"/> <input type="button" value="Reset"/>
<input type="checkbox"/> Field Trips	Daily Activities	Task	Non Clinical	Nurse Assessment	N/A	Yes			<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Supervision	Activities of Daily Living	Task	Non Clinical	Nurse Assessment	N/A	Yes			<input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Health and Medical	Activities of Daily Living	Task	Non Clinical	Nurse Assessment	N/A	Yes			<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Personal Hygiene	Activities of Daily Living	Task	Non Clinical	Personal care	N/A	Yes			<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Laundry	Activities of Daily Living	Task	Non Clinical	Adult Day Care	N/A	Yes			<input type="checkbox"/> <input type="checkbox"/>

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

VISIT TASK LIST

Refresh Active Delete Selected CloneTask + Visit Task Care Type Select Bulk Update

Task Detail	Category	Task Type	Visit Type	Service	Service Code	Is Default?	Is Required?	Minimum Time Required	Action
<input type="checkbox"/> Task Detail	Select Category	Select	Select	Select	Service Code				Search Reset
<input type="checkbox"/> Field Trips	Daily Activities	Task	Non Clinical	Nurse Assessment	N/A	Yes			
<input type="checkbox"/> Supervision	Activities of Daily Living	Task	Non Clinical	Nurse Assessment	N/A	Yes			
<input checked="" type="checkbox"/> Health and Medical	Activities of Daily Living	Task	Non Clinical	Nurse Assessment	N/A	Yes			
<input type="checkbox"/> Personal Hygiene	Activities of Daily Living	Task	Non Clinical	Personal care	N/A	Yes			
<input type="checkbox"/> 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

Refresh Active CloneTask + Visit Task

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

Revision #4

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