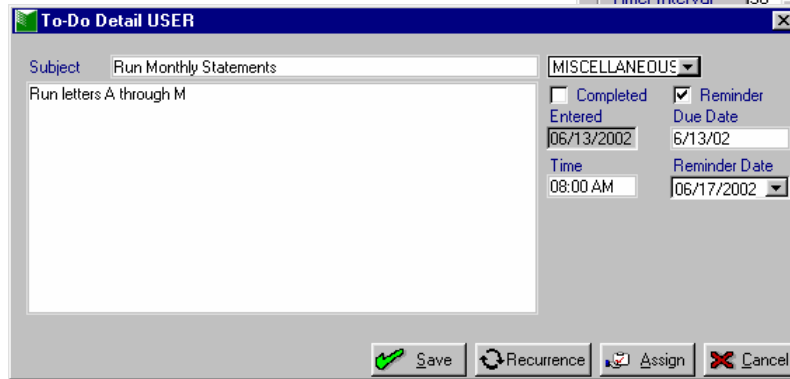
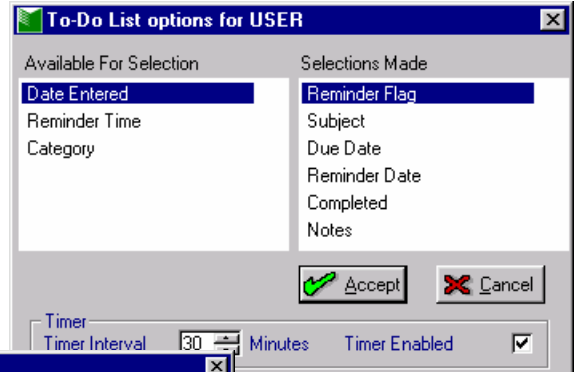


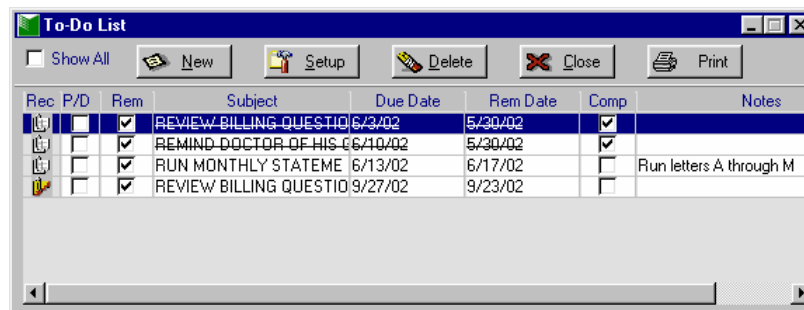
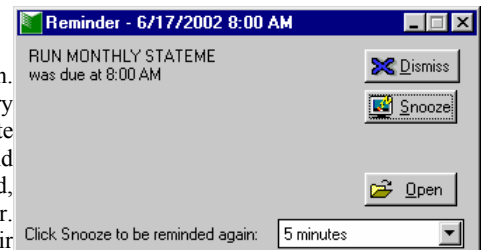
To-Do List

- Track tasks
- Recall task list at any time
- Mark task due date
- Assign task reminders
- Supervisor can assign tasks
- Specify reminder categories
- Link patient notes with reminder feature
- Customize To-Do List appearance
- Supervisor can view all users' tasks
- Mark tasks as completed
- Print tasks at any time
- Snooze or dismiss reminders
- Set task recurrence

MicroMD features a **To-Do List** that makes managing daily tasks easier. Every user has a To-Do List that can be used to track tasks or schedule reminders. Each user's To-Do List can be set up to accommodate each user's needs, so only fields the user is interested in show up in the To-Do List window.



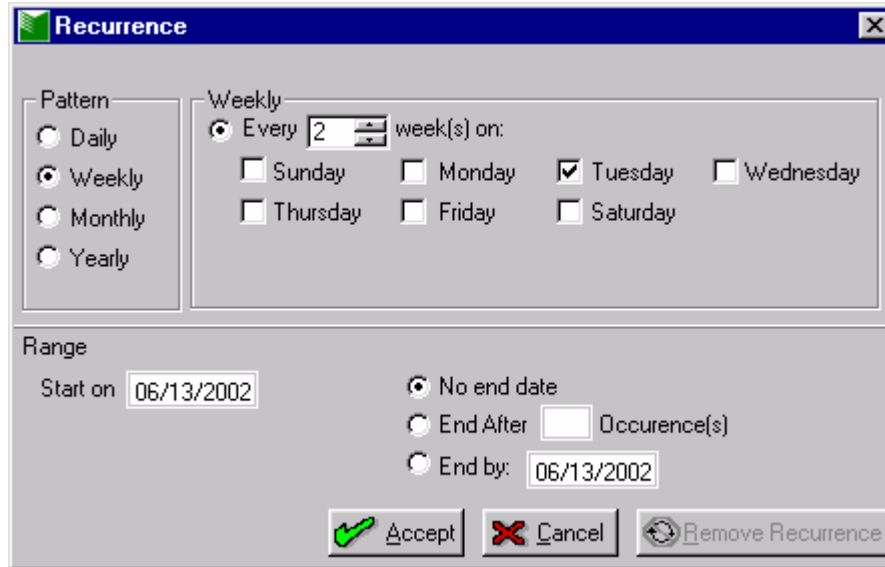
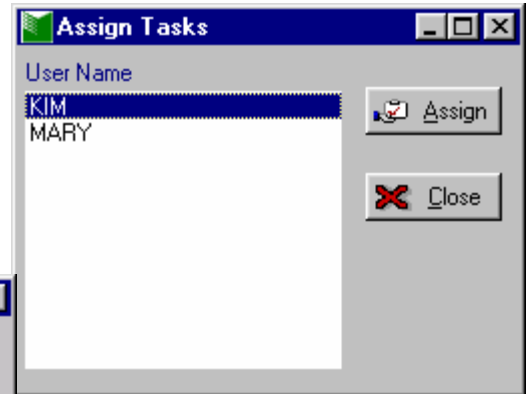
Scheduling tasks is as easy as clicking the mouse button. The user can enter a subject line and choose a task category from the drop-down list. The system automatically records the date the task was entered. The user can then enter the due date and specify if the task should have a reminder. If a reminder is desired, the user can enter the date and time that the reminder should appear. When the reminder time arrives, the system prompts the user of their task. The user then has the option of dismissing or snoozing the reminder to complete the task at a later time.



Once a user is done with a task, the user marks it as **completed**. The system strikes out the task from the user's To-Do List as an indication that a task is complete. At this time, the task can be deleted so it no longer appears in the To-Do List.

To-Do List...Continued

Assigning Tasks: The supervisor can assign other users tasks. At the time of entering a task, the supervisor chooses the user(s) to which the task should be assigned. The supervisor is the only person who can delete an assigned task. At any time, the supervisor can look at the tasks that all users have in their To-Do List to ensure that tasks are being completed in a timely manner.



Recurrence: Tasks that need to be completed more than once (such as weekly or monthly tasks) can be set to recur at specified times. When entering a task in the To-Do List, the user can set a pattern of recurrence for a task. Once the initial task is completed, the item reappears in the To-Do List with a new due date and reminder time, if applicable.

Notes can be linked to the To-Do List. At the time of entering a new note—either a patient note or a sequence/encounter specific note—the user can indicate that a task should be entered in the To-Do List. The system automatically creates an entry in the user's To-Do List relating to that note. The user can then edit the note in regards to any due dates or reminder dates that may apply.

