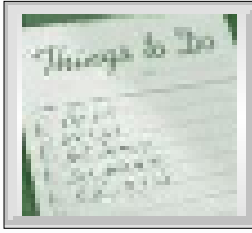


Oasis Practice Management Software

Task Manager



The OASiS Task Manager is an integrated component of OASiS Time Manager. The Task Manager, as its name suggests, lets you create a database of actions and task to be performed based on operator name. The Task Manager ensures all requires actions are completed on time making both practitioner and staff member more efficient in patient follow up.

Task Manager [Brown, Mr Angus] For All Patients/For User Id FDESK/Active Records/Task Number Order

User Selection		Task List													
UserId	User Name	Entered	Time	From	To	Patno	Patient Name	Details	Pr	Actioned	Completed	Time	Code	Aud	Pic
ALL	ALL USERS	19-07-2005	11:58:22 AM	FDESK	FDESK	000002	Test, Mr Peter	extraction 18, 17	0	19-07-2005					
FDESK	Front Desk														
FDESK1	front desk 1	19-07-2005	12:03:55 PM	FDESK	FDESK	000004	Benson, Mrs Mary	ring lab please and check	0	19-07-2005					
FDESK2	front desk 2														
SURG1	SURGERY1	19-07-2005	12:04:12 PM	FDESK	FDESK	000003	Brown, Mr Angus	ask me about this patient please	0	19-07-2005					

Links to Appointments

The Task Manager links directly with the Oasis Appointment Book, Patient related appointments can be tagged and marked for Task Manager follow up. Oasis places all appointment details into the new Task for easy creation. Tasks can also be manually created and can be linked to/or delinked to patient records.

Sorting Records



To streamline database record processing, you can list your records in a variety of sort orders. This can include Priority Order, Picture Order (you can design your own pictures), Patient or precedence date order. This makes it more efficient in Task follow up. A range of reports is also available based on all operators or operator specific.

Enter New Task

Task Number	
Entered By User	FDESK <input type="radio"/> Front Desk
Entered On Date	19-07-2005 <input type="button" value="ST"/>
Entered At Time	11:58:22 AM
Patient Number	000002
Patient Name	Test, Mr Peter
Task Details	extraction 18, 17
Comments	contact patient back again after lunch please
Priority Number	0 <input type="radio"/>
Assigned to User	FDESK <input type="radio"/> Front Desk
Time Taken	0
Picture Number	0 <input type="radio"/> NO PICTURE
Sort Code	
Action Date	19-07-2005 <input type="button" value="ST"/>

Links to Clinical Notes



As you process each patient related Task, details of your task response can be recorded. A simple click of the task enables you to finalise it and send the text response to your Clinical Notes system. The completed task then falls under the standard Oasis auditing system ensuring that accurate records are kept on patient follow up.

Task Monitoring



Oasis Task Manager links to Oasis Message Server. This means any new tasks entered by any operator for you are messaged across the Oasis network and made immediately available through the Communication Bar Task icon. This ensures you keep track of all new Tasks entered into the system.

Attach Audio Files



Use the Audio Manager to attach audio messages to each Task. Great for task identification and follow up.