

TaskList

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What is the TaskList?

- The TaskList is an interface in StarPanel to help improve the efficiency and timeliness of completion of medical document queries (missing document, missing signatures or attestations and incorrect dates, etc.), coding queries and complete prescriptions.
- Initially the Tasklist will contain two major sections: RxStar worklist and hospital documents.
- SignDrafts is NOT changing and will continue to be used to final sign drafts and complete housestaff attestations.

How do I open my Tasklists?

1. Click "TaskList" tab



Or Click on the red alert "TaskList" at the top of StarPanel



2. Upon opening the TaskList choose which set of tasks you would like to review by clicking on either "RxStar Worklist" or "Documentation Queries".



3. The first item in the list (sorted by urgency) is automatically opened for review, and the document in question appears in the frame below.

A screenshot of a medical document review interface. The top part shows a list of tasks with columns for status, name, document type, and requested action. The first task is selected and expanded to show a detailed view of a consultation document. The document details include patient information, document date, and a signature line. The bottom part of the screen shows a summary of the document, including the patient's name, MRN, and the attending physician's name.

Status	Name	Document Type	Requested Action
2	Cooper, C (KING, K)	CONSULTATION	Reply:
2	Cooper, C (SULLIVAN, J)	INPATIENT HBP	Reply:
2	Cooper, C (HORNBACK, B)	CONSULTATION	Reply:
1	Cooper, C (JONES, G)	Missing Document	Reply:
1	Cooper, C (ROBUCK, B)	Missing Document	Reply:

00917964 (06/02/1986 - then 26YO M) Actions

Consultation 2013/01/16 23:30 Created by: Calvin Michael Cooper, M.D. (Last modified by Cooper, Calvin M) Electronically signed by: Cooper, Calvin M (NSGY Resident Physician) (coophw5) on 2013/01/22 08:08 [This document](#)

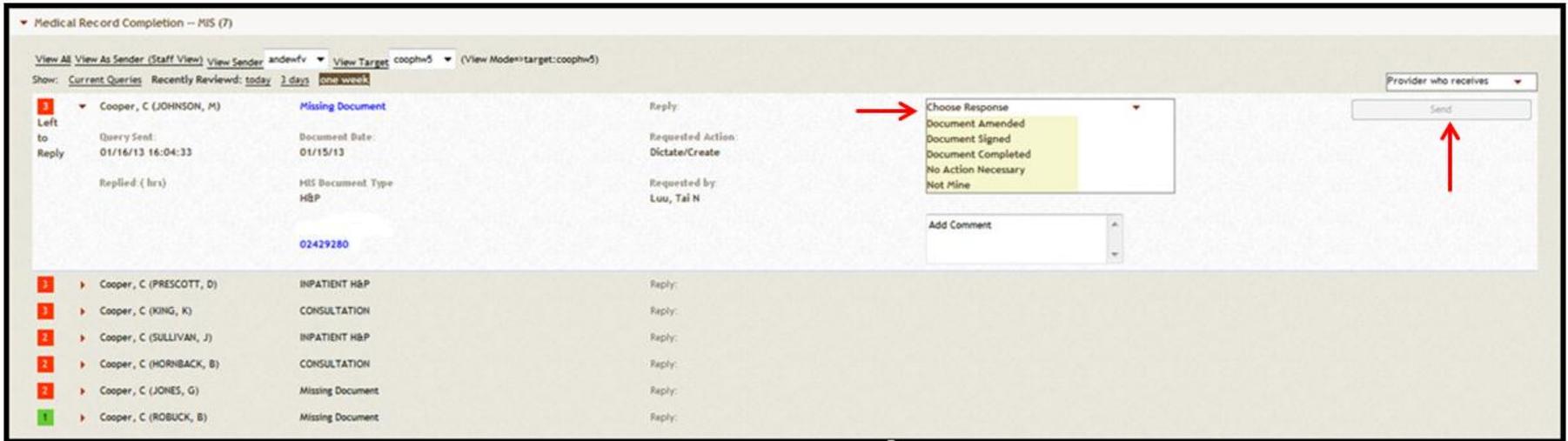
PATIENT: MRN: 0917964
CONSULT DATE: 01/16/2013 ROOM NO:
ATTENDING PHYSICIAN: Reid C. Thompson, M.D.

REFERRING PHYSICIAN/CONSULTATION REQUESTED BY: Michael Johnson, M.D.

[Type text]

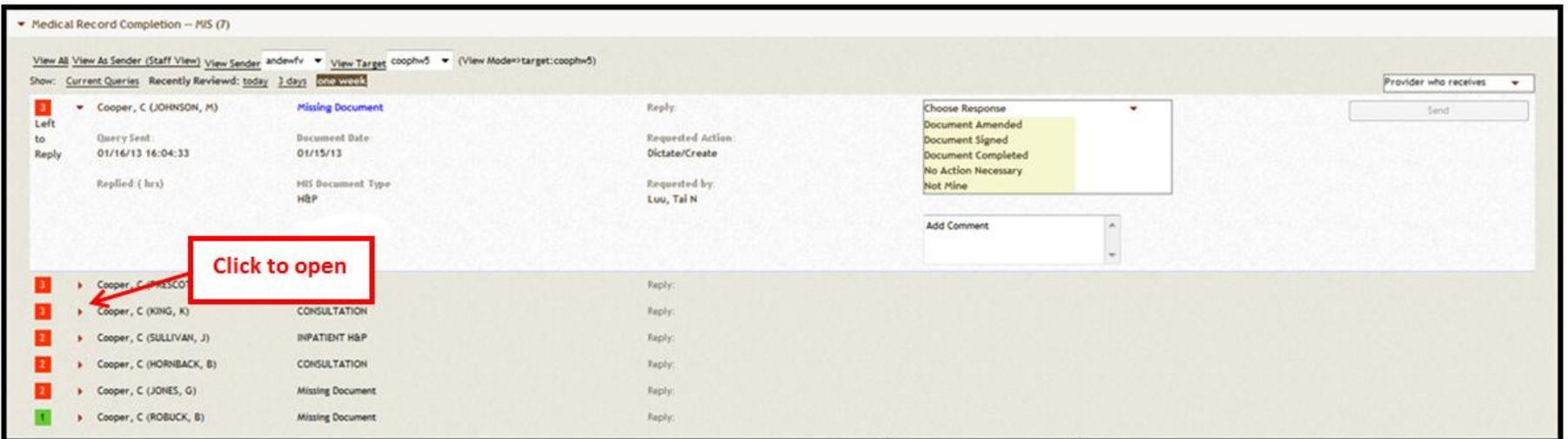
How do I remove a document/task from my Tasklist?

1. Once actions have been completed, Choose Response from the drop down, add any additional comments if needed, and then click "Send".



How do I open another document/task?

1. Once the document/task has been completed the next document/task in the list will open or you can manually expand or contract each item by clicking on any item in the list.



[Type text]

Helpful Hints

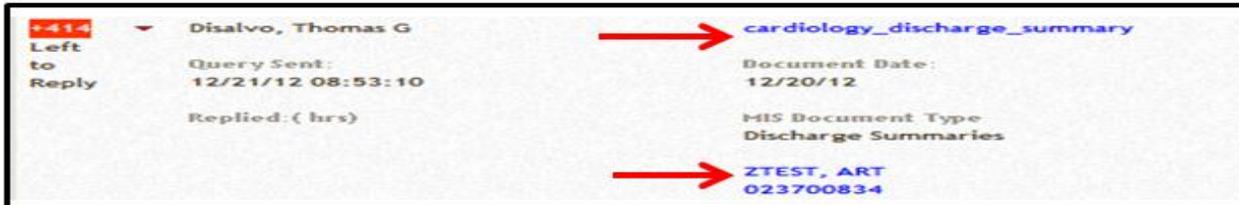
What are the numbers on the left hand side of the screen?

1. The indicator on the left hand side represents the number of days since the date of service. They change from green to yellow at 1 day past date of service and to red after 2 days or more past date of service.



How can I view the patient's chart?

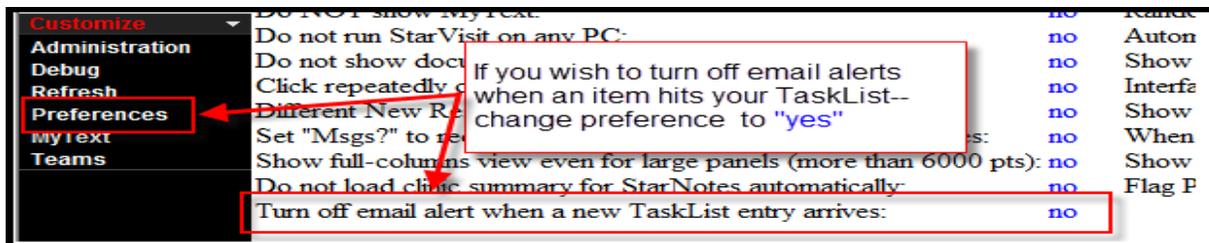
1. The document title and patient name are links to the document and the patient's chart in StarPanel.



How can I turn off TaskList email alerts?

You will receive one email alert daily for each section of the TaskList when a new entry arrives. You can opt out of email alerts by following the below steps.

1. Click "Customize" in the black menu bar of StarPanel
2. Click "Preferences"
3. Change "Turn off email alert when a new TaskList entry arrives" preference setting to "yes"



NOTE If there is a task remaining on the list for over 24 hours emails alerts will be received until the task is completed. You are NOT able to opt out of this alert.