

**6**

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**1**

Viewing a Provider’s TaskList

1. Determine what type of query the provider is asking about and select that accordion.
2. Click on the dropdown menu and select the providers name and “View Target”
	1. This will display the providers TaskList for that particular accordion
	2. Note: The provider’s name will not display if they have never received a query.
3. “Requested Action” and “Requested by:”
	1. This displays what the request is for and who is sending the query
4. Links to document in question and patient’s medical record
5. Document will load automatically in the 2nd frame
6. Provider completes request, selects a response from the drop down, may enter an optional comment, then clicks “Send” to remove item from tasklist