



Collaborate on tasks

Create a task for your coworker

Task 1: Start

1. Start a new collaboration with the type "task".

Task 2: Add Detail

1. Select a patient so that the task has a link to their record.
2. Make the task due before the end of the week.
3. Assign the task to a colleague.
4. Enter a message describing what you'd like them to do and then create the task.

Keep track of a task

Task 3: Track

1. Find the recent task in your Tasks panel.
2. Open the task from the panel.
3. Send a follow-up message to clarify if the task is complete.

Task complete

What are some ways you can use tasks in your daily work?

When would you prefer using a task instead of a collaboration?

What questions do you have about sending and managing tasks?