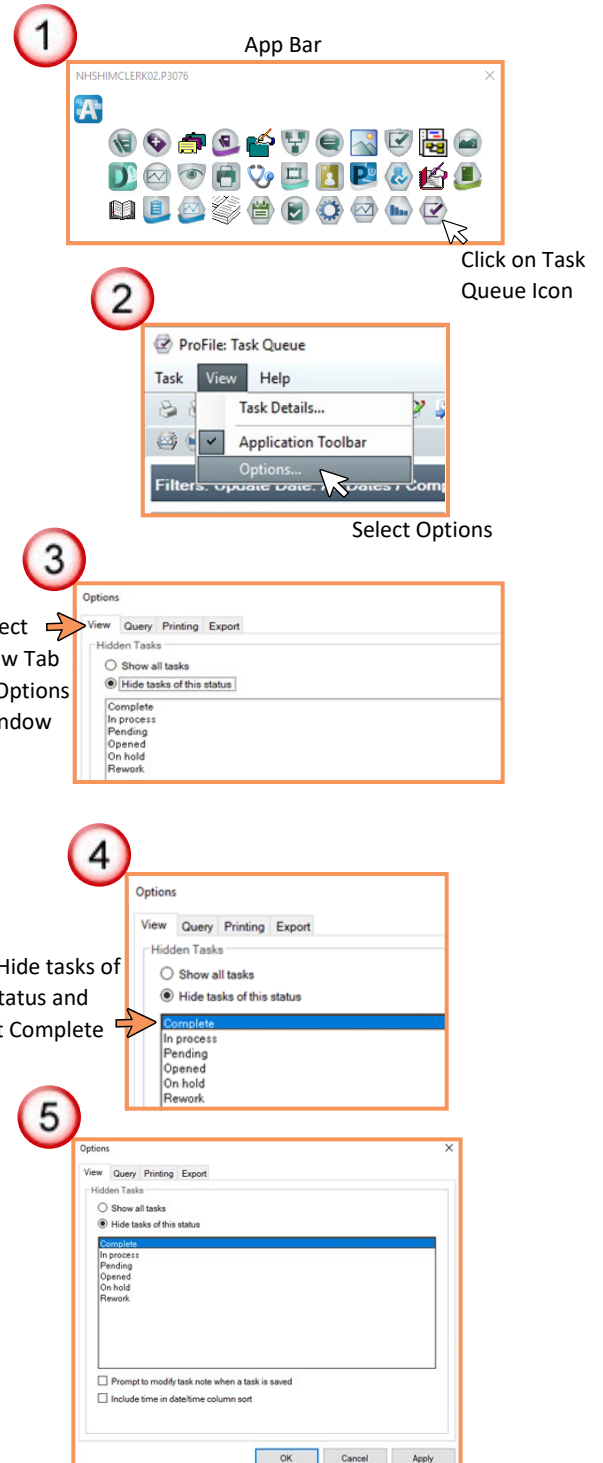## ALL HIM ROLES

The Task Queue application in App Bar handles creating, modifying, and completing tasks needed for Analysis and Coding management activities.

(HIM) Launch and Setup Task Queue Preferences steps:

1. From the App bar, click the Task Queue icon ☑ to launch the ProFile Task Queue app.

2. Navigate to the View tab menu and choose **"Options"** from the drop-down.

3. In the Options window, select **"View"** tab, adjust Task Queue preferences using status filters.

4. Click **"Hide tasks of this status"** and choose **"Complete"** to filter out all completed tasks.

5. Click **"OK."**

App Bar

Click on Task Queue Icon

Select Options

Select View Tab in Options Window

Click Hide tasks of this Status and Select Complete

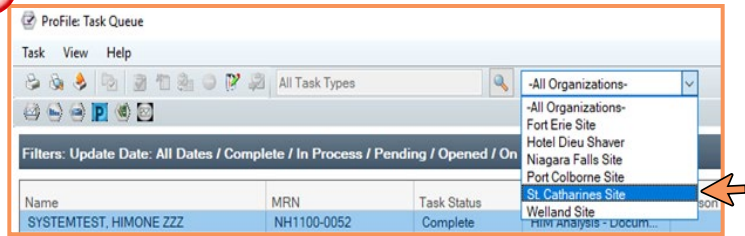# TASK QUEUE IN HIM PROFILE APP
HOSPITAL INFORMATION SYSTEM (HIS)

(HIM) Filter Task Queue steps:

Tasks can be filtered by location and Task Type.

1. Select the facility from the alphabetically listed options in the drop-down menu.

2. Click the magnifying glass icon to choose a Task Type, opening the Task Types window.

3. Select the desired **Task Type For Coding** or **Analysis (ex., HIM DS SCS).**
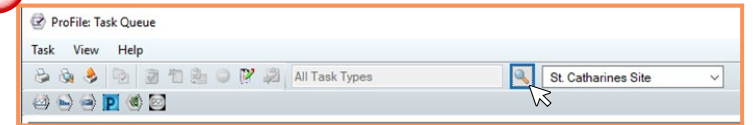
4. Click **"As of"** to open the selected Task Type.

Note: *Once displayed, you can rearrange columns by dragging and dropping headers, adjust column widths by clicking between headers, or sort columns by clicking the header to toggle ascending or descending order.*
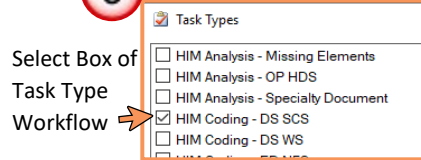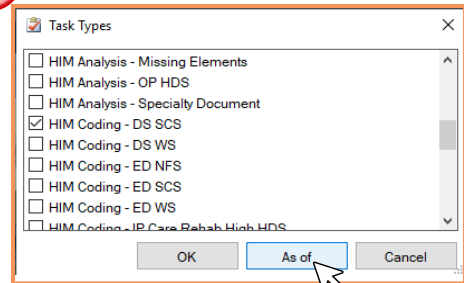

Select Site

Click Magnifying Glass to Open Task Types Window

Select Box of Task Type Workflow

Click As of

Select Task

Ascending and Descending Toggle

Click OK
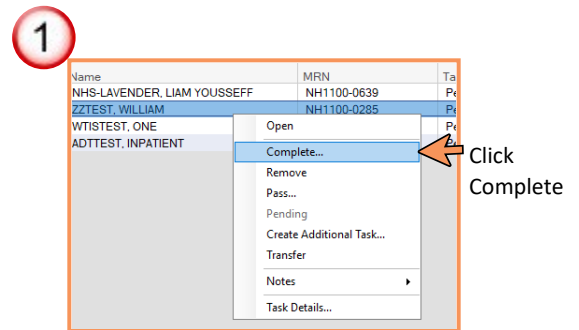
(HIM) Manage Prep\Scan Reconciliation Tasks Steps:

How to Change the Status of a Task:

1. From the main screen, select the patient task status you want to change and right-click on the task.
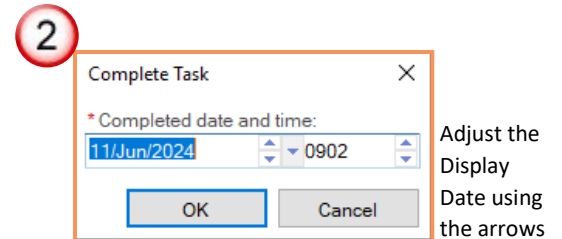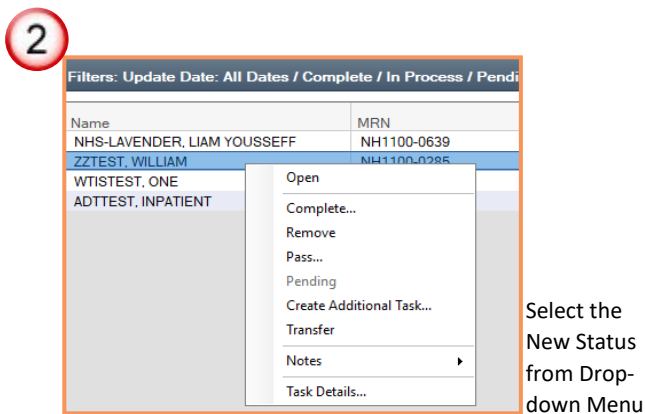
2. From the drop-down menu, select the new status.

Right Click on the Task →

Select the New Status from Drop-down Menu
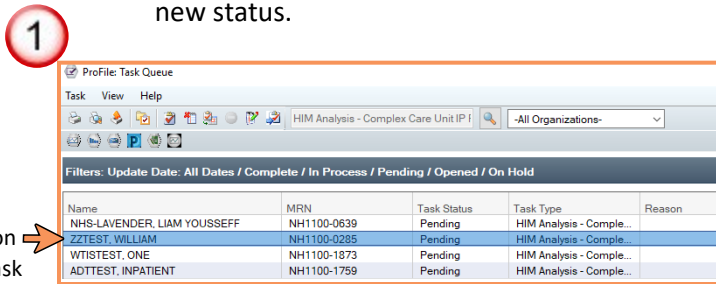
How to Complete a Task:
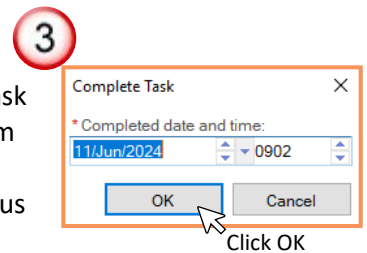
1. Click "complete."

Click Complete

A window will appear displaying a date and time of completion

2. Adjust the displayed date and time of completion using the arrows or enter it manually.

Adjust the Display Date using the arrows

3. Click **"OK."** The Task will disappear from the Task Queue. Now the Task status is complete.

Click OK

Note: *HIM users should avoid altering the default date setting on the Query tab in the Options window. Once a date is entered in the Begin Date field, it becomes mandatory and cannot be reset to ALL DATES, although it can be modified.*

How to Transfer a Task:

The HIM clerk can transfer tasks to another HIM clerk, such as those handling Day Surgery (HIM DS) or the Emergency Department (HIM ED), based on the Patient Type when:

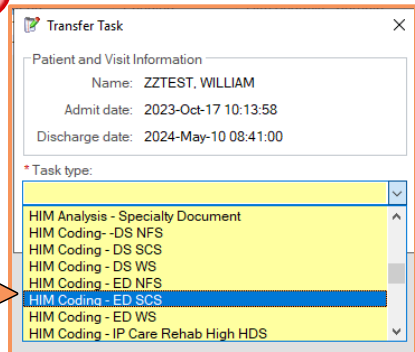PowerChert contains all required scanned documents in patient's chart.

Steps:

1. Select the task you want to transfer from the Task Queue list and right-click the task.
2. Choose **"Transfer"** from the drop-down menu.

The Transfer Task box will open.

Right Click to Select Task to transfer

From Drop-down Menu Select Transfer

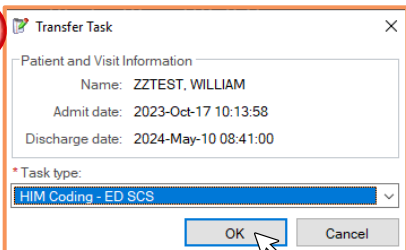3. Click the arrow under "Task Type" to select the appropriate HIM department.

Select Task Type Menu to Select the Workflow

4. Click "Ok" to complete the transfer. Note: Task Queue allows transfers for tasks currently in Pending or On Hold status.
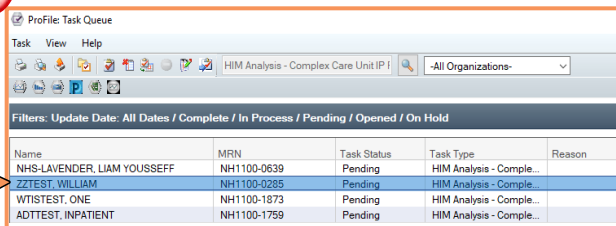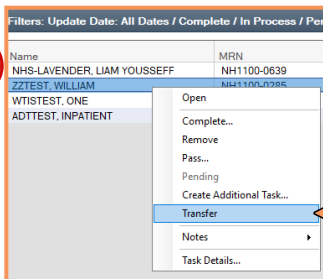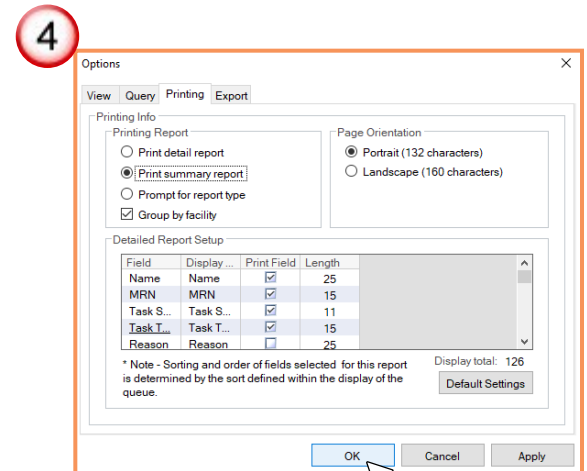
Click OK

(HIM) Preview and Print Task Queue Reports Steps:

1. From the **"View"** tab select **"Options."** The Options menu will appear.

2. Select the **"Printing"** tab.

3. In the **"Printing Report"** section, choose **"Print Summary Report."**

4. Click **"OK."**

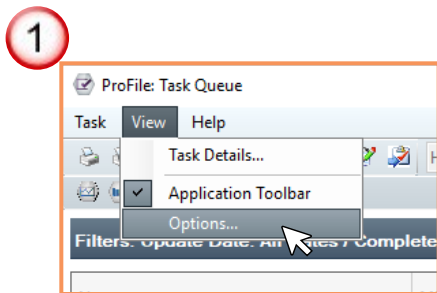5. Click the Print Preview icon to view the report.

Note: *To print from the report preview, click* **"Print,"** *or click the print icon on the Task Queue toolbar.*
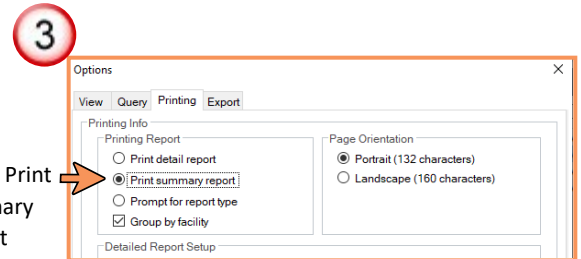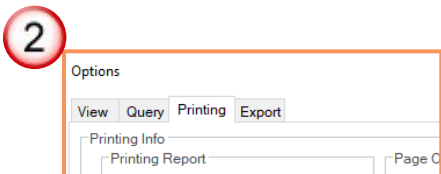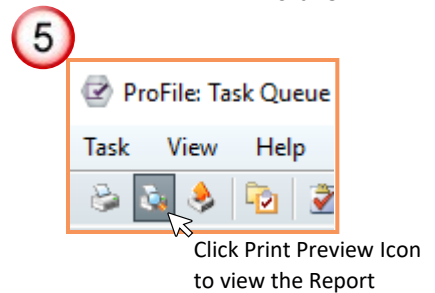

Select Print Summary Report

Click OK

Select Options

Select Printing Tab in Options Window

Click Print Preview Icon to view the Report