

HOSPITAL INFORMATION SYSTEM (HIS)

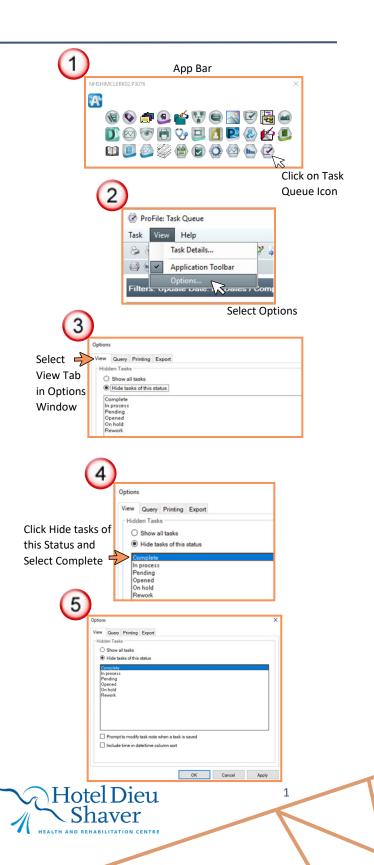
#### ALL HIM ROLES

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:

- 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.
- In the Options window, select "View" tab, adjust Task Queue preferences using status filters.
- Click "Hide tasks of this status" and choose "Complete" to filter out all completed tasks.
- 5. Click "OK."

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#### (HIM) Filter Task Queue steps:

Tasks can be filtered by location and Task Type.

- Select the facility from the alphabetically listed options in the dropdown 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.

ProFile: Task Queue Task View Help

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ProFile: Task Queue Task View Help 🕹 🗞 🔶 💿 🗿 🛍 🦣 🕥 📝 🚚 All Task Types Q -All Organizations -All Organizations Fort Erie Site 4 6 9 1 4 2 Hotel Dieu Shave Filters: Update Date: All Dates / Complete / In Process / Pending / Op 1/Or Niagara Falls Site Port Colborne Sit MRN Task Status Welland Site SYSTEMTEST, HIMONE ZZZ NH1100-0 Select Site ProFile: Task Queue Task View Help 😂 🗞 🎐 😰 🗿 🛍 🎭 🔘 🕅 🖓 All Task Types St. Catharines Site ~ 🎒 🔄 🗃 💽 🌒 🔯 Click Magnifying Glass to Open Task Types Window 🔰 Task Types Select Box of HIM Analysis - Missing Elements HIM Analysis - OP HDS Task Type HIM Analysis - Specialty Document HIM Coding - DS SCS Workflow 🚽 HIM Coding - DS WS 4 Task Types × HIM Analysis - Missing Elements HIM Analysis - OP HDS HIM Analysis - Specialty Document HIM Coding - DS SCS HIM Coding - DS WS HIM Coding - ED NFS HIM Coding - ED SCS HIM Coding - ED WS HIM Coding - IP Care Rebab High HDS As of Cance Click As of St. Catharines Site d

Select Task

10	MRN	Task Status	Task Type	Discharge Date	Patient Type	Task Age Indicato
-GOLD, CLARE SARAH	NH1100-0599	Pending	HIM Coding - DS SCS		Day Surgery	
STEMTEST, PERIOPONE	NH1100-0801	Pending	HIM Coding - DS SCS		Day Surgery	
STEMTEST, MHAEIGHT	NH1100-0890	Pending	HIM Coding - DS SCS	2024-Mar-21 16:31:00	Day Surgery	
TEST, NIAGSAMEDAYSURG	NH1100-0210	Pending	HIM Coding - DS SCS	2024-Apr-08 10:01:00	Day Surgery	
RTEST, IFHDAYSURG	NH1100-0955	Pending	HIM Coding - DS SCS	2024-Apr-08 10:01:00	Day Surgery	
RIDGE, TESTPTTEN	NH1100-1074	Pending	HIM Coding - DS SCS	2024-Apr-08 10:01:00	Day Surgery	
RIDGE, TESTPTTEN	NH1100-1074	Pending	HIM Coding - DS SCS	2024-Apr-08 10:01:00	Day Surgery	
ARTEST, IFHDAYSURG	NH1100-0955	Pending	HIM Coding - DS SCS	2024-Apr-08 10:02:00	Day Surgery	
RTEST, EDROLLEDINTWO	NH1100-1430	Pending	HIM Coding - DS SCS	2024-May-03 21:00:00	Day Surgery	
ADTEST, SITETOSITE	NH1100-1602	Pending	HIM Coding - DS SCS	2024-May-09 14:19:00	Day Surgery	

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### TASK QUEUE IN HIM PROFILE APP

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(HIM) Manage Prep\Scan Reconciliation Tasks Steps:

How to Change the Status of a Task:

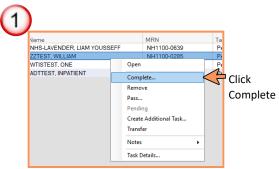
- 1. From the main screen, select the patient task status you want to change and right-click on the task.
- 2. From the drop-down menu, select the new status.

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<u> </u>	🕝 ProFile: Task Queue				
	Task View Help				
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	😂 😔 🗃 🚺 🌒 🔯				
	Filters: Update Date: All Dates / Comp	lete / In Process / Pendi	ng / Opened / On	Hold	
Right Click on 🔶	Name	MRN	Task Status	Task Type	Reason
	NHS-LAVENDER, LIAM YOUSSEFF	NH1100-0639	Pending	HIM Analysis - Comple	
Click on $\Rightarrow$	ZZTEST, WILLIAM	NH1100-0285	Pending	HIM Analysis - Comple	
	WTISTEST, ONE	NH1100-1873	Pending	HIM Analysis - Comple	
the Task	ADTTEST, INPATIENT	NH1100-1759	Pending	HIM Analysis - Comple	

Filters: Update Date: All	Dates / Corr	nplete / In Process	/ Pendi
Name		MRN	
NHS-LAVENDER, LIAM YO	JSSEFF	NH1100-0639	
ZZTEST, WILLIAM		NH1100-0285	
WTISTEST, ONE	Open		
ADTTEST, INPATIENT	Comple	te	
	Remove	2	
	Pass		
	Pending	9	
	Create /	Additional Task	Select the
	Transfer	r	New Status
	Notes	•	from Drop-
	Task De	tails	down Men

#### How to Complete a Task:

1. 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.

2				
$\mathbf{\vee}$	Complete Task		×	
	* Completed date and	time:		Adjust the
	11/Jun/2024 🌲	<b>v</b> 0902	-	Adjust the Display
	ОК	Cancel		Date using the arrows

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



**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.

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#### 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:

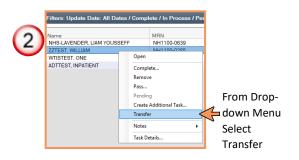
PowerChert contains all required scanned documents in patient's chart.

#### 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.

(1)					
$\smile$	🕐 ProFile: Task Queue				
	Task View Help				
	중 중 🔌 🔁 🕑 🛍 🕭 🗢 🕅 🚑	HIM Analysis - Complex (	Care Unit IP F 🔍	-All Organizations-	~
Right Click	4 🗟 🗃 🗹 🌑				
to Select	Filters: Update Date: All Dates / Comp	lete / In Process / Pendi	ng / Opened / On	Hold	
Task to	Name	MRN	Task Status	Task Type	Reason
transfer 📥	NHS-LAVENDER, LIAM YOUSSEFF	NH1100-0639	Pending	HIM Analysis - Comple	
	ZZTEST, WILLIAM	NH1100-0285	Pending	HIM Analysis - Comple	
	ZZTEST, WILLIAM WTISTEST, ONE ADTTEST, INPATIENT	NH1100-0285 NH1100-1873 NH1100-1759	Pending Pending	HIM Analysis - Comple HIM Analysis - Comple HIM Analysis - Comple	



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

(3)		
$\smile$	📝 Transfer Task	х
	Patient and Visit Information Name: ZZTEST, WILLIAM Admit date: 2023-Oct-17 10:13:58	
	Discharge date: 2024-May-10 08:41:00	
	* Task type:	_
		$\sim$
	HIM Analysis - Specialty Document HIM CodingDS NFS – HIM Coding - DS SCS	^
Select Task 🔪	HIM Coding - DS WS HIM Coding - ED NFS	
Type Menu 🕏	HIM Coding - ED SCS HIM Coding - ED WS	J
to Select the	HIM Coding - IP Care Rehab High HDS	~
Workflow		

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

Hotel Dieu

Shaver

4	📝 Transfer Task 🛛 🕹
	Patient and Visit Information
	Name: ZZTEST, WILLIAM
	Admit date: 2023-Oct-17 10:13:58
	Discharge date: 2024-May-10 08:41:00
	* Task type:
	HIM Coding - ED SCS 🗸
	OK Cancel

Click OK

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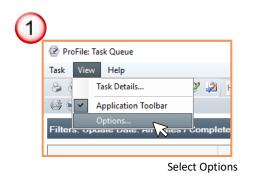
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## (HIM) Preview and Print Task Queue Reports Steps:

- 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.

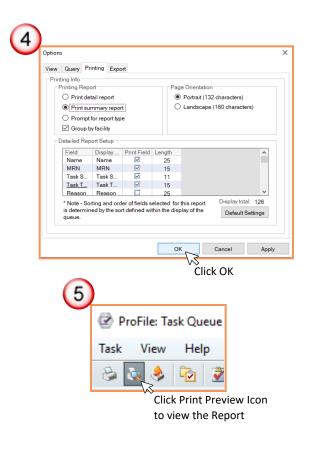
**Note:** To print from the report preview, click "**Print**," or click the print icon on the Task Queue toolbar.



2 Options View Query Printing Export Printing Info Printing Report Printing Report Page Q Select Printing Tab in Options Window

#### 3 Options View Query Printing Export Printing Info Page Orientation Printing Report O Print detail report Portrait (132 characters) Select Print Print summary report O Landscape (160 characters) O Prompt for report type Summary Group by facility Report Detailed Report Setup

**HOSPITAL INFORMATION SYSTEM (HIS)** 







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