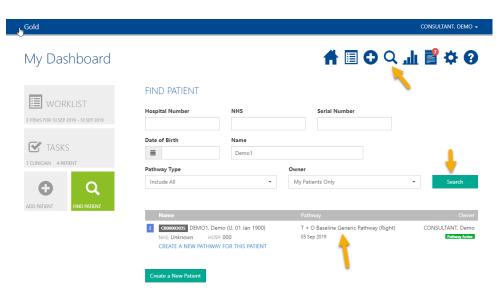
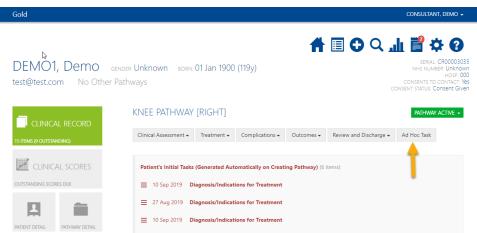
Adding an Ad Hoc Task

You can add tasks for a patient to complete either, now, in the future or retrosectivly i.e. you have a paper copy and wish to enter when they completed it.

Find the patient and click on the relevant pathway.

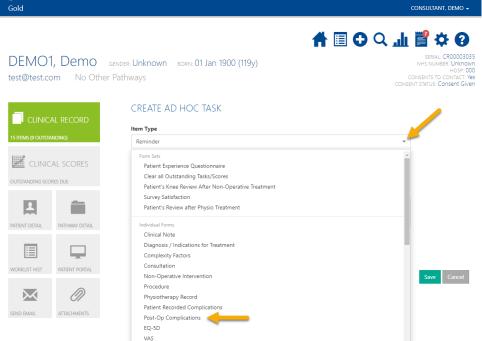


Click Ad Hoc Task.





A list of tasks will automatically appear, choose the required task.



You can then name the task, add any notes and choose a due date.

Click Save.

It will then appear on the patient record as a future task or an incomplete task.

