

## **Quick Reference Guide - Task User Groups**

Release 6.27 will give you the ability to apply multiple Task User Groups to a single Task Type.

SescribeHOST Q Pa	tient Name, DOB or MRN	₽ + 🕐 🖓	Debra X Aberdale, NP (CCA) >
Schedule Charts Tasks 18	Unsigned Reports Research Indexing	Orders 29 6 Admin	Schedule
	Task User Groups		
Users	Task User Groups	+ New Group	Assign Groups to Task Types
PHR Admin	🕆 CQ and CP Special Tug (2 users)	1	TUG will be automatically included for tasks generated by the system (e.g.: when an external document is ready for review). Also, TUG is included by default and can be
Account Provider Library	$\oplus$ CT Prior Authorization (10 users)	1	overridden for tasks created by users in the tasks module.
Outside Provider Library	🕆 CT Reading Group (6 users)	1	Rx
Reports	🗑 Clinical yes sir222 (54 users)	1	Authorization Request
	🕆 Coumadin Clinics (18 users)	1	Renewal Request
Tasks Sub-Areas	🕆 Demographic External Errors (1 user)	1	Rx Clarification Request Coumadin Clinics Pacer/ICD >
Task User Groups	EVLT Prior Authorization (11 users)	1	eRx Verify    Holter Techs
Snippets	🕆 Echo Reading Group (0 users)	1	System-generated only
Contraindication Alerts	🕆 Echo Techs (7 users)	1	eRx Refill Request
Location Settings	🖶 Empty group (1 user)	1	eRx Error CT Reading Group
	🖶 External Report Error (2 users)	1	System-generated only
Rooms	External Report Ready for Review (9 users)	1	Reports
Problem Mapping	🕆 Heart Failure Clinic (6 users)	1	Lab Results
Admin Tools 🕨 🕨	🕆 Holter Techs (3 users)	1	External Report Error External Report 🖉
Manage Schedules	🕆 Hospital Procedure Prior Authorizations (15 us	sers)	System-generated only

## Add a TUG to a Task Type / Edit TUGs in Task Type

- 1. Click the 🖍 to the right of the Task Type. This opens the Edit TUG Assignment popup.
- 2. Search for and click the TUG you want to add to the Task Type. It is added to the list below.
- 3. Repeat Step 2 for each TUG you want to add.
- 4. Click the X to remove a TUG from a Task Type.
- 5. Click Save when you have made all your changes.

Task Type	Renewal Request	
Task User Group	s)	
Select one		
Clinical yes si	r222	0



## Quick Reference Guide - Task User Groups, p. 2

