Partners in improving local health

North of England
Commissioning Support

NECS Clinical Systems Specialist Team

Sending a Task to another SystmOne Organisation

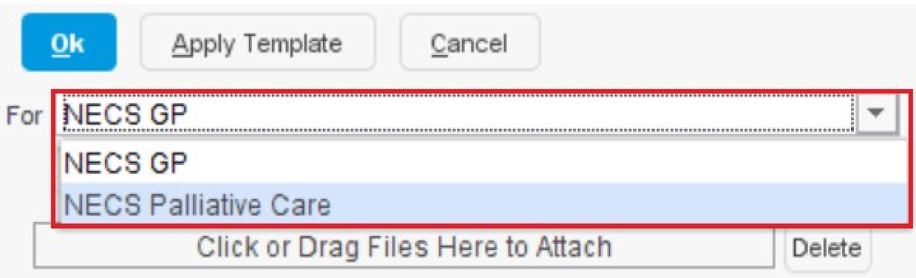
Note: The practice may have restricted the ability to send tasks to other SystmOne units when a patient has not consented to sharing. In this case a “Consent to Share Out” must be recorded before you send the task.

Sending a Patient Related Task to another S1 Organisation

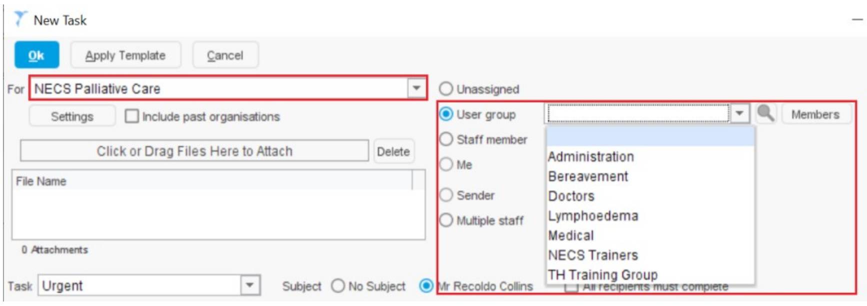
1. From within the patient record click on the **Task** button in the toolbar – you can also send a task from within the **Workflow** menu.

2. The **New Task box** will display.

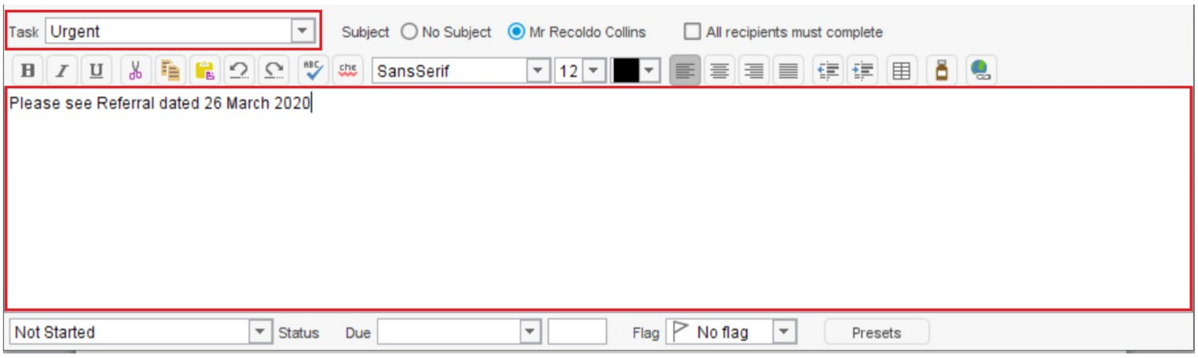
3. Click the **For** drop down menu and select the organisation to send the task to.



4. The **User Groups** or **Staff** members for the selected S1 unit will now be listed for selection. Select an appropriate recipient.



5. Select an appropriate **task type** and type **your task message** into the white field area.



6. Set a due date and select a flag if required.

7. Click **Ok** when complete

8. **Save** or **discard** the patient record – as required. This will send the task as normal.