Sending Tasks to the GP Practice

Important information: - **Tasks should be sent for <u>non- urgent</u> patient related communications only. You should allow 2 working days for the GP Practice to action these tasks**.
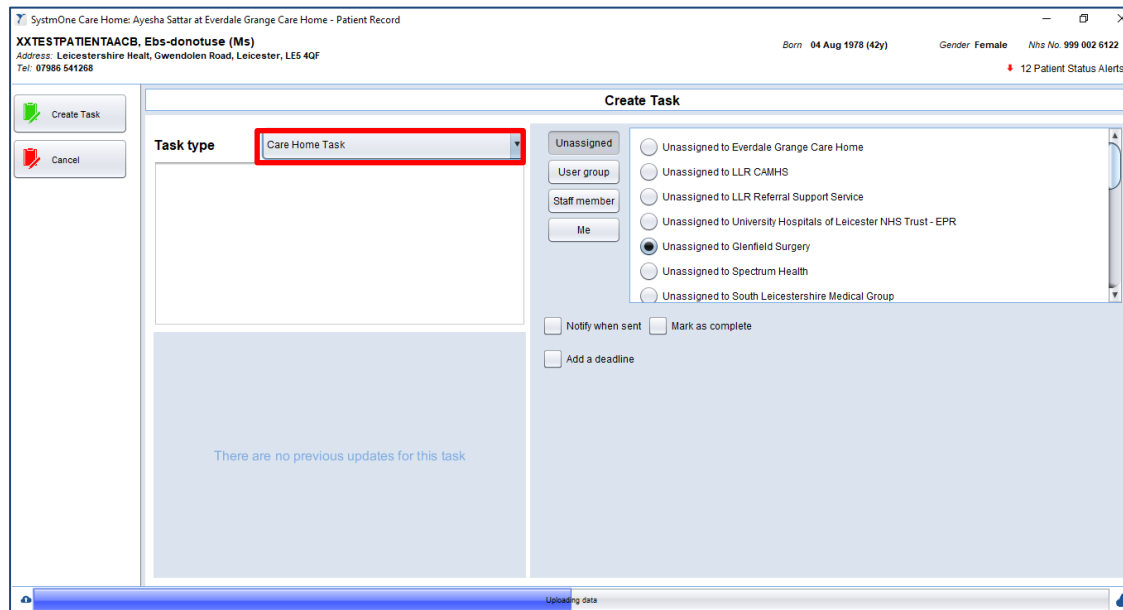
1. From the toolbar on the left hand side select **Tasks**.
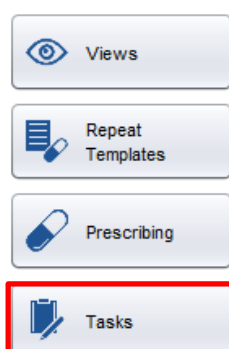
2. Select **New Task** from the top right-hand corner.

3. Select the most appropriate **Task Type** e.g., Care Home Patient Information

4. Write as many details as possible in the box e.g. name of medication, dose.

5. Select the name of the **GP Practice from the list** on the right.

   Please **do not** select a user group or staff member.

   You can select the option **Notify when sent**, this gives you a reminder that you have sent a task.

6. Select **create task** in the top left-hand corner, if you cancel out of the task screen, the information will be lost.

7. Select **Save** in the top left hand corner, if you select **Discard**, the task will not be sent to the GP Practice and the task will disappear.

Note: - when creating the task if you selected the 'Notify when sent' box, you will see this screenshot. Please **close** the box.
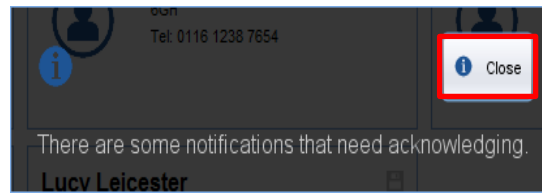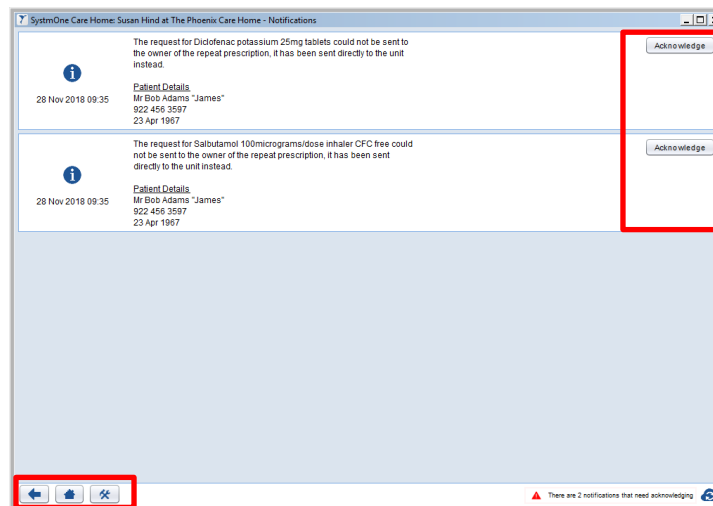

8. Click on the red message in the **bottom right-hand** corner.
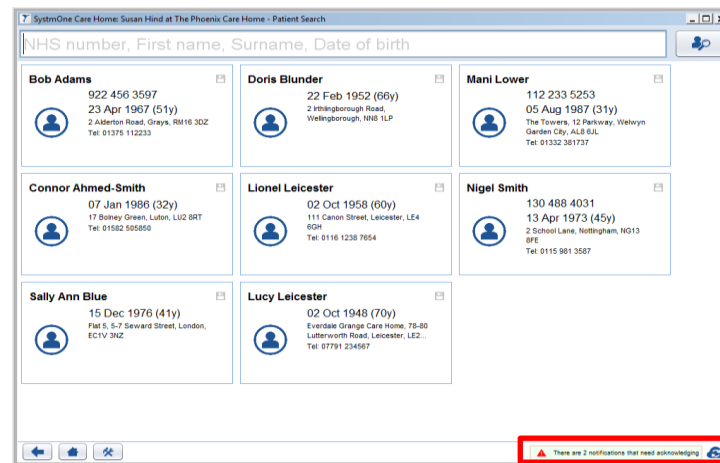
9. Select '**Acknowledge**' This automated notification tells you that the task successfully sent to the GP practice (or highlights that there is a problem).

10. Select the **Home Icon** in the bottom left-hand corner to get back to the home screen.

_____End of Guide_____