This demonstration reviews usage of the Reminders template.

This has been prepared for EHR 5.8 & KBM 8.3. Subsequent updates may display cosmetic & functional changes.

Use the keyboard or mouse to pause, review, & resume as necessary.
Reminder Tasks

• Users have frequently requested a way to send themselves or others a “reminder”—a task that will appear at some time in the future. We now have that functionality.

• This isn’t actually a NextGen feature—though it sure ought to be. This solution was contributed by another NextGen user.
The Reminder template is found by selecting the middle tab on the History Bar. (When it is wide enough to display it, you'll see the name of this tab is Patient Demographics.) Double-click USA Reminder Tasks.
We also recommend that most users include **USA Reminder Tasks** as one of their preferred Demographics Templates, making it easy to get to from the Template Icon.
Click in the **Reminder Recipient** box to select the recipient of the reminder. Note that you can select yourself, & you can type the first few letters of the last name to rapidly scroll down the list.
Click in the **Reminder Date** box & pick the date you want the reminder to be received. Notice you also have several bullets you can select for various periods in the future.
Use the Topic/Description & Details/Comments boxes to make your entries.

When your entries are done, click Send Task.
The Reminder Task is added to the grid.

When done click Save & Close.
You’ll probably think of a lot of uses for these reminders. Here, for example, I’m covering for a colleague, & I’ve reviewed some lab results on the patient. There’s nothing critical that needs action right now, but the lipids are a little borderline. It’s a judgment call as to whether to adjust medications—something better left to the PCP upon his return.

If I send a regular task, I (& everyone else covering) is going to have to look at it every day until he returns. So instead I’ll send a Reminder Task that won’t appear until the day he comes back.
You’ll get Reminder Tasks in your inbox just like other tasks.

Click the Chart button, then ACCEPT the task in the ensuing popup.
The Reminder Template (or a variant thereof) opens.

For further details, click the Line on the grid.
You can click the Completed box; that will also mark the task completed in your Inbox.

You can add Completion Comments as necessary or desired.
When done click **Save & Close**. You can then close the chart & move on to your next task.
This concludes the NextGen Reminder Task demonstration.

Consciousness: That annoying time between naps.

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