

Manage order requests using tasks

English

Before you begin:

Follow this guide if you gather order requests through the Tasks tab. If you use the Result Report to gather order requests, refer to the following guide: **Manage order requests using the result report.**

Why?

Using Tasks can help make processing your order requests more streamlined and organized. Order requests can be found within Tasks and Sleep Apnea Form Reports:

- Tasks (for requests submitted during an active protocol)
- Sleep Apnea Form Reports (for requests submitted outside an active protocol)

You need to review both Tasks and Sleep Apnea Form Reports to account for all order requests. Patient reported sleep therapy issues can also be viewed in Tasks.

Assign Tasks to another user

1. Log in to ResMed ReSupply.
2. Click **My Tasks**.
3. Use the filters to find the relevant Tasks.
4. Select the **check boxes** next to each Task you would like to assign.

User:

	Actions	Due Date ↕	Patient ↕
<input checked="" type="checkbox"/>		05/18/17	
<input checked="" type="checkbox"/>		05/23/17	

5. In the User drop-down list, select the user you want to assign.
6. Click **Assign User to Selected Tasks**.

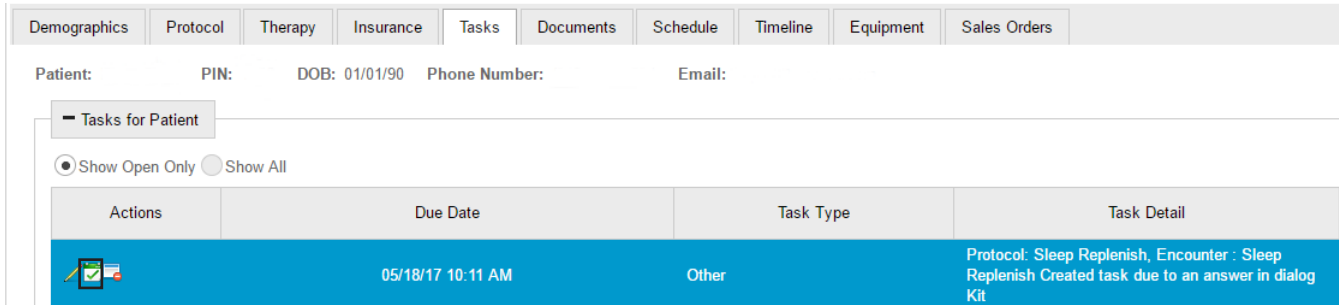
Process a Task assigned to you

1. Click **My Tasks**.
2. In the Assigned To column's search field, enter your name and press **Enter**.
3. Next to the Task you want to process, click the **pencil icon**.
4. Review the **Task Detail** column for information on what action to perform.
5. Process the Task according to your organization's usual workflow.
For example, process the requested order, contact the patient if therapy issues exist, etc.
6. (Optional) If you need to add a note, then click **Add Other Note to Task**.

Notes for Selected Task

Actions	When Created
	05/30/17 12:31 PM
	05/30/17 12:28 PM

- Once you are finished, click the **green check mark** icon in the Actions column.
- To confirm, click **OK**.

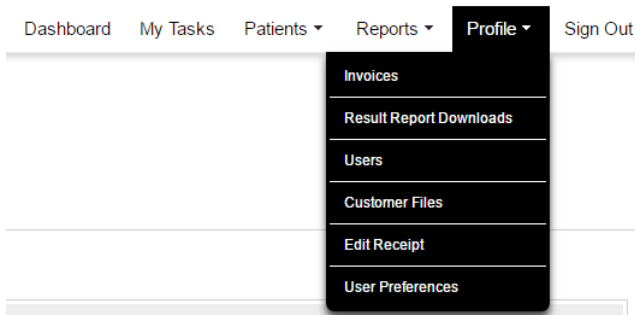


* Patient identities and data are fictional.




Note: After you process your Task, review the Sleep Apnea Results Report. Order requests that appear in this report do not appear as Tasks in ResMed ReSupply.

Download the daily Sleep Apnea Form Report

- From the Profile menu, select **Result Report Downloads**.



- (Optional) In the File Name field, enter "Apnea" and press **Enter**.
- In the list of reports, find all the new Sleep Apnea Form Reports. They are listed in the following format: SleepApneaForm-yyyy-mm-dd.csv
- In the **Actions** column, click the **down-arrow** icon for each report that you have not yet processed.

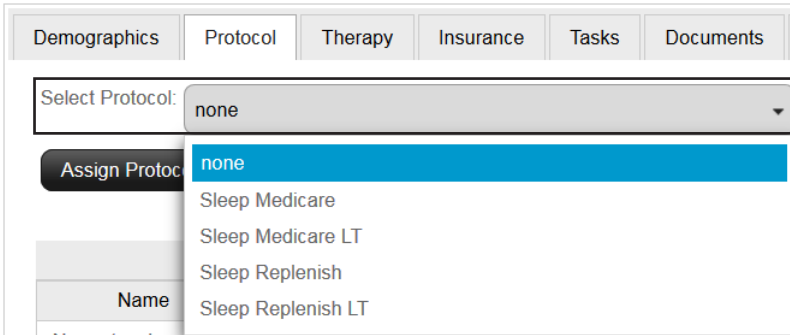
Actions	
	NEW! SleepApneaForm-2017-05-22.csv
	NEW! SleepApneaForm-2017-05-19.csv
	NEW! SleepApneaForm-2017-05-18.csv

- Review the reports and process orders according to your organization's usual workflow. For example, process the requested order, verify insurance eligibility, etc.

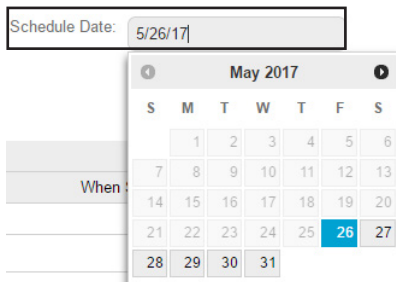
Update protocol for patients found on the Sleep Apnea Form Reports

- From the Patients menu, select **List Patients**.
- Find the patient, and then click the **pencil** icon next to their name.
- In the Demographics tab under the Identifier section, select **none** in the Status drop-down list.
- Click **Save**.

5. Click the **Protocol** tab.
6. In the Select Protocol drop-down list, select the appropriate protocol.



7. In the Schedule Date calendar field, select the date when the patient will become eligible for new supplies. For example, 90 days after the patient received their most recent supply order.



8. Click **Assign Protocol**.