

PenTask

Task Management System for Tracking and Compliance

The PenTask module allows facilities to create one-time and/or repeatable tasks that require attention for compliance and tracking. Collect and manage audit information effortlessly and instantly to increase staff utilization through this enhanced feature.

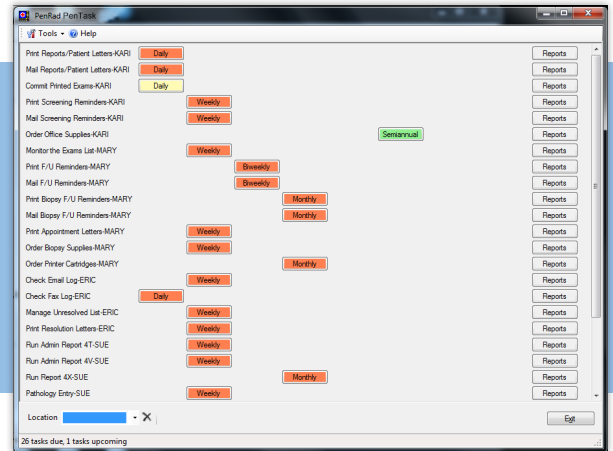
In PenTask, a task can be assigned to an individual and/or to a department, and each individual or department can have a dashboard to stay current with task items assigned.

Dashboard overview:

Tasks that are current are green, those nearing due are yellow, and those that are late are colored in red.

The dashboard provides review of tasks for timeliness by; individual, department, location and/or enterprise.

The dashboard overview can provide insight into temporary assignment for vacations or absences.



PenTask scheduling for other items and patterns:

Tasks for scheduling needs for other items can be easily facilitated for example; checking flashlights, filter changing, spring cleaning, ordering monthly supplies, checking hard disk space, etc.

Allows files to be attached to a task event:

For example; Scans of service record or a CE certificate, an image (jpg for example), a PDF, Word document, and/or wave file (audio).

PenTask pre-populated tasks:

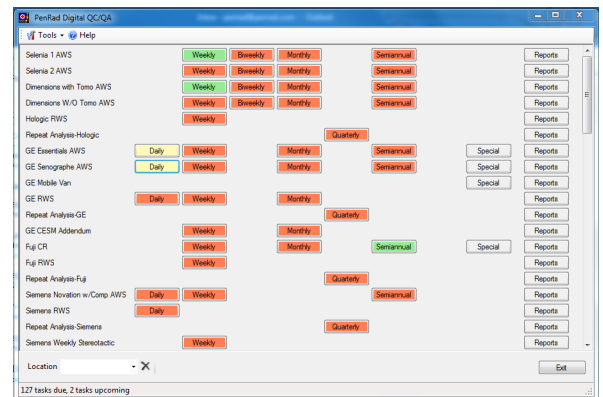
For example;

- Reminders for patient exam and letter printing
- Rectifying unresolved exams
- Collection of CE credits
- First pass for annual audit
- Quarterly productivity reports, etc.

PenTask facilitates task reminder patterns:

For example;

- Daily for exam letters
- Tuesdays for recall letters
- Reminder to check for CE additions the first Wednesday of each month, etc.



Add our DQC module to remove the burden of QC/QA collection and MQSA audit information effortlessly and instantly to increase staff utilization.

Ready for a Demo?

Scan code to Request More Info

