

SP.PR.S.EXC – Responding to Follow Up Tasks in Hc1

SPS	<ol style="list-style-type: none">1. Sees Follow Up task in Hc1 work queue.2. Opens task.3. Follows instructions provided in Description field.<ol style="list-style-type: none">a. If additional clarity is needed, add a Progress Note outlining what information is needed, change Queue Assignment to the division that sent the task, then click “Save.”4. Adds any Relevant Records to the task (e.g. re-logged accession number).5. Adds Progress Note to document actions taken.6. Clicks “Complete” to complete task.
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