


Flokzu Understanding Patient Overview Report

The report serves as a high-level tool for monitoring the status and assignment of patient-related tasks across various stages.

Please note that this report is **not** a substitute for direct task management in Flokzu. Tasks assigned to you will appear in your Flokzu inbox for action.

Important Notices

 **this report does **not** include patients where the doctor has selected "Surgery = No"**

(a sperate report can be constructed for this purpose if you feel this is necessary)

duplication of instance numbers may appear multiple times in the report if a patient is progressing through concurrent / simultaneous stages

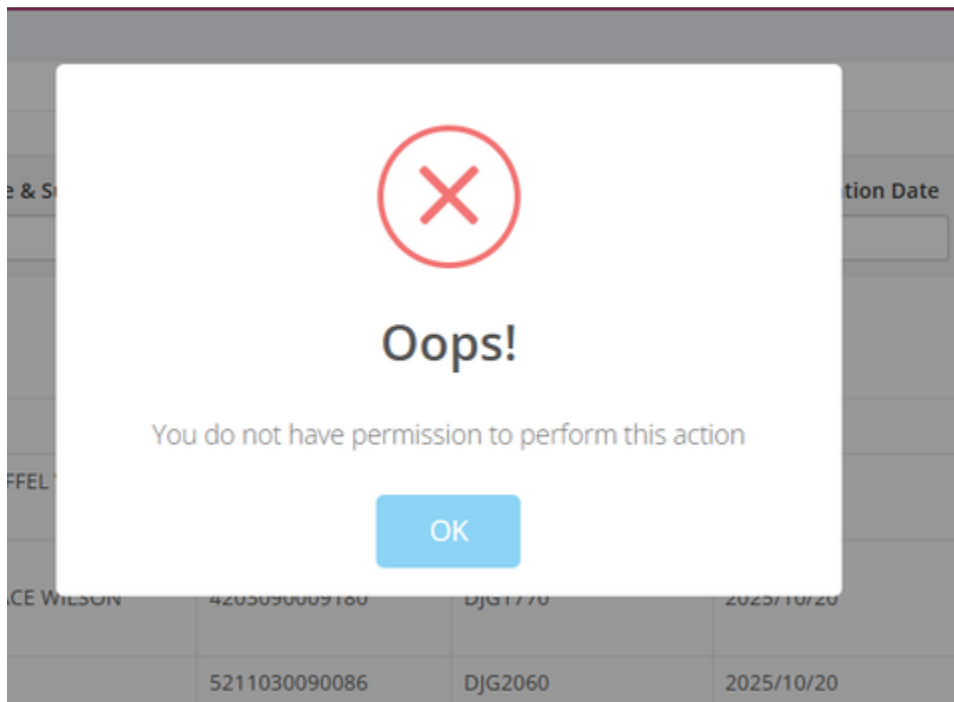
 **this report is solely for providing a system-wide overview**

therefore should not be used for your own task management

rather

tasks assigned to your user account will be visible in your Flokzu inbox

access to a task is based on whom it is assigned too (see column "Assignees")
if a task **not** assigned to you, attempting to open it may result in an error



🔗 use the **Assignees** column to identify the responsible party and track who needs to complete specific actions.

List of "Tasks" you may see in report and what they mean

📖 How to read this table:

- each row is a stage
- same number = done at same time
- blank box = that person has nothing to do at given stage
- **you can't skip ahead** ie. each task in a given row (stage) must be completed before moving to the next one

📌 **The task** Review Patient Information **will appear (in Receptionist inbox) after Stage 1 if decision at** Edit Patient Information and/or Update Patient Status is "Patient Information Updated" or "Both"

Task to perform in this process instance: **Edit Patient Information and/or Update Patient Status**

2025-11-13 23:59:59

Patient Information Updated

Patient Status Updated

Both

Neither

The real assignees in this task will be: Nicola Smit <nicola@kaleidoscope.sa.co.za>

Form Fields

Attachments (0)

Comments (0)

General information >

Click to expand this section

Form fields v

Important Review Patient Information does NOT have to be completed to move to next stage

| Stage | Receptionist (person whom loaded the patient) | Doctor (based on Practise Name chosen) | Nurse (designated role / individual) |
|-------|---|--|--------------------------------------|
| 0 | Create Patient | | |
| 1 | Edit Patient Information and/or Update Patient Status | | |
| 2 | Coordinate Surgery and Pre-Op Dates (Day of Consultation) | Consultation | |
| 3 | | Review Consultation / Adjust Consultation Fields | |
| 4 | Coordinate Surgery and Pre-Op Dates | | |
| 5 | | Pre-Op Consultation | |
| 6 | | Review Pre-Op Consultation / Adjust Pre-Op Consultation Fields | |
| 7 | Coordinate AC Clinic and Assign Physiotherapist | | |
| 8 | | Surgery | |
| 9 | | Review Surgery / Adjust Surgery Fields | |
| 10 | | Ward Rounds | Wound Inspection |
| 11 | | Patient Discharged | Patient Discharged |

| Stage | Receptionist (person whom loaded the patient) | Doctor (based on Practise Name chosen) | Nurse (designated role / individual) |
|--------------|--|---|---|
| 12 | | | Day 1 Follow Up Call |
| 13 | | | Day 2 Follow Up Call |
| 14 | | | Day 3 Follow Up Call |
| 15 | | | Day 4 Follow Up Call |
| 16 | | | Day 5 Follow Up Call |
| 17 | | | Day 10 Follow Up Call |
| 18 | | | Week 2 Follow Up Call |
| 19 | | | Week 3 Follow Up Call |
| 20 | | | Week 4 Follow Up Call |
| 21 | | | Week 5 Follow Up Call |
| 22 | Coordinate 6-weeks Post Op Consultation | | Week 6 Follow Up Call |
| 23 | | 6 Weeks Post-Op Consultation | |
| 24 | Coordinate 6-months Post-Op Consultation | | |
| 25 | | 6 Months Post-Op Consultation | |
| 26 | Coordinate 1-year Post-Op Consultation | | |
| 27 | | 1 Year Post-Op Consultation | |
| 28 | Coordinate 2-years Post-Op Consultation | | |
| 29 | | 2 Years Post-Op Consultation | |

End of Document

Last Updated: 12 November 2025