

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 separate 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

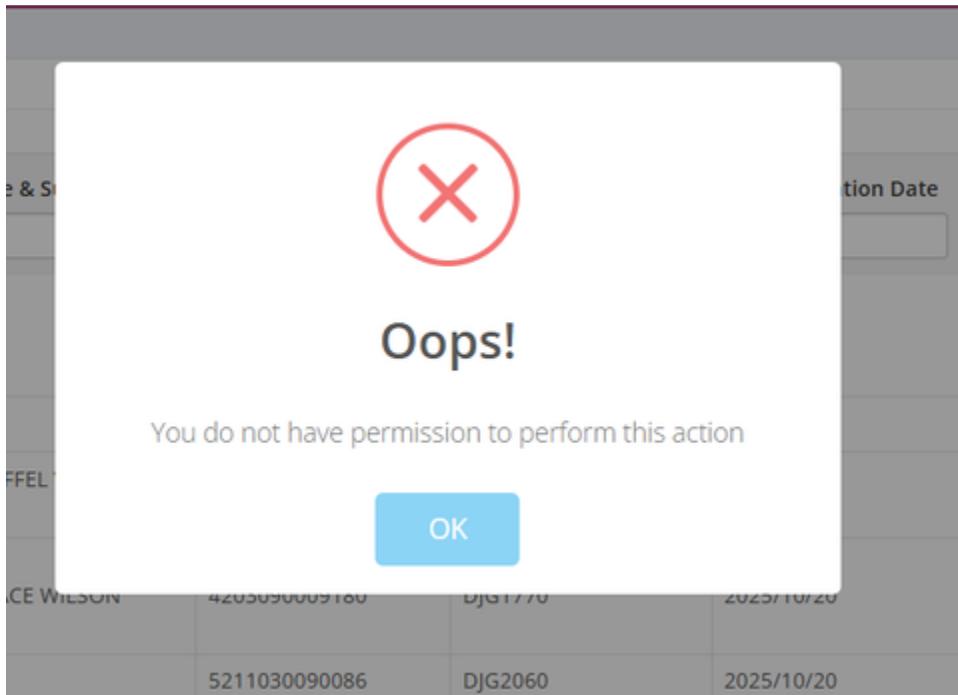
⚠ **this report is solely for providing a system-wide overview**

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

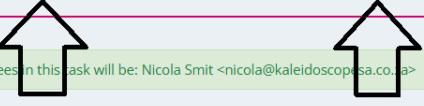
↔ How to read this table:

- 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@kaleidoscopesa.co.a>

[Form Fields](#) [Attachments \(0\)](#) [Comments \(0\)](#)

General information >
Click to expand this section

Form fields ▾

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