

How to Guide for Flokzu Practise Patient Process - Coordinate Dates

On the consultation date, a task titled "**Coordinate Surgery and Pre-Op Dates (Day of Consultation)**" appears in your inbox with a countdown timer.

The screenshot shows a task card for "PPBUILD-136 - Coordinate Surgery and Pre-Op Dates (Day of Consultation)" from the "Practice Patient Process" category, last updated on 2025/10/02 18:25:09. The task has 1d 5h 34m remaining until 2025/10/03. The main section is titled "Surgery Confirmation". It contains two date input fields: "Surgery Date" (yyyy/mm/dd) and "Pre-Op Consultation Date" (yyyy/mm/dd). Below these is a note: "* Please update the Surgery Confirmation status". A dropdown menu titled "Confirm Dates at Later Stage" lists options: "Dates Confirmed" (selected), "Dates Confirmed - Urgent (<7 days)" (highlighted in purple), and "Confirm Dates at Later Stage". At the bottom of the task card is a "Task done" button and a message icon.

Key Actions:

- Select surgery and pre-op dates.
- Update the *Please update the Surgery Confirmation status* field (since can only be changed after dates are set, otherwise jumps back to *Confirm Dates ad Later Stage*).

Important Notes:

- If the doctor indicates no surgery is needed, this task is removed from your inbox.
- If you do not complete this task or forget to update the field *Please update the Surgery Confirmation status* to **Dates Confirmed** or **Dates Confirmed – Urgent**, a similar task reappears later as **Coordinate Surgery and Pre-Op Dates** (2 days after doctor has completed this Consultation and Review Consultation tasks)

Surgery Confirmation

Surgery Date: 2025/09/27

Pre-Op Consultation Date: 2025/10/01

* Please update the Surgery Confirmation status

Confirm Dates at Later Stage

Dates Confirmed

Dates Confirmed - Urgent (<7 days)

Confirm Dates at Later Stage



Key Actions:

- Select surgery and pre-op dates.
- Update the *Please update the Surgery Confirmation status* field (since can only be changed after dates are set, otherwise jumps back to Confirm Dates ad Later Stage).
alternatively
- make use of *Date(s) have Passed* which allows you to exit the flow if patients loaded at start of Floku launch has already passed this point in process.

Important Note:

If you forget to update the field *Please update the Surgery Confirmation status* to `Dates Confirmed` or `Dates Confirmed - Urgent` then this task will reappear in your inbox in 2 days.

Warning:

Failure to complete the tasks "**Coordinate Surgery and Pre-Op Dates (Day of Consultation)**" or "**Coordinate Surgery and Pre-Op Dates**" promptly (especially for surgeries scheduled within a week) delays rest of process because only after these dates are set do pre-op forms get sent out and will the Pre-Op Consultation, Assigning AC Clinic & Physiotherapist and Surgery tasks be created.

Important Note

the "**Coordinate Surgery and Pre-Op Dates (Day of Consultation)**" will only appear for new patients loaded onto Floku
for the previous patients you will be see the "**Coordinate Surgery and Pre-Op Dates**" task in your inbox

End of Document

Last Updated: 20 November 2025