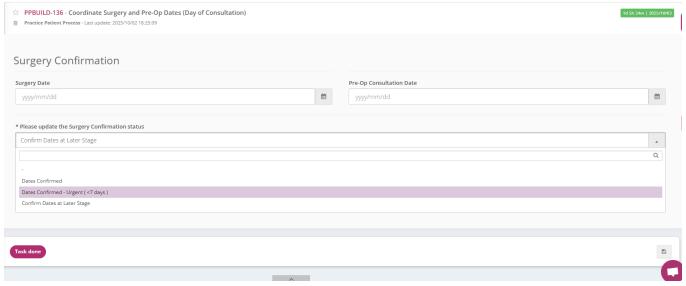# How to Guide for Flokzu Practise Patient Process - Coordinate Dates

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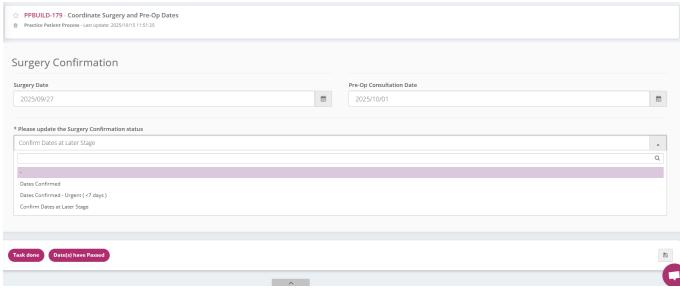

Key Actions:

- 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)

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 Flokzu 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 Flokzu

for the previous patients you will be see the **"Coordinate Surgery and Pre-Op Dates"** task in your inbox