ssign a Task to a Contact Group

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ollaborateMD allows you to create specific tasks associated with your patients, claims, payments, etc. asks help you keep track of items that need to be completed. Tasks can have due dates, links, descriptions tatuses, and priorities. You can assign tasks to an individual or to all individuals within a Contact Group. ollow these steps to assign a task to a Contact Group.

1. Find or Create a **Task** from the Task section or any record (Patient, Claim, Payment, etc.) that needs a task.
2. Enter the task name in the **Task Title** field.
3. Add the task's **Due Date, Status,** and **Priority** (Low, Normal, High).
4. Write in the **Description** of the task.
5. ***Optional***: Click the **Add Link** to link the task to an action. Tasks can be linked to a **patient, claim, practice, provider, facility, payer, report, message, or customer**.
6. Click Select Users and select the Group Name from the "Select Contacts" list
7. Click **Select Contacts**.

> Only users with the **Administer All** permission under administer tasks can edit tasks for other users.

8. Click **Done**.
8. Click **Save**.

> ⚠ All users in the group will see the tasks assigned to the group, and once completed, the system will track which user completed the task via the User Productivity by Tasks Completed Report, allowing you to monitor user productivity.

> For more information on Tasks, please visit the **Tasks Help Article**.