












Assign an Episode to yourself



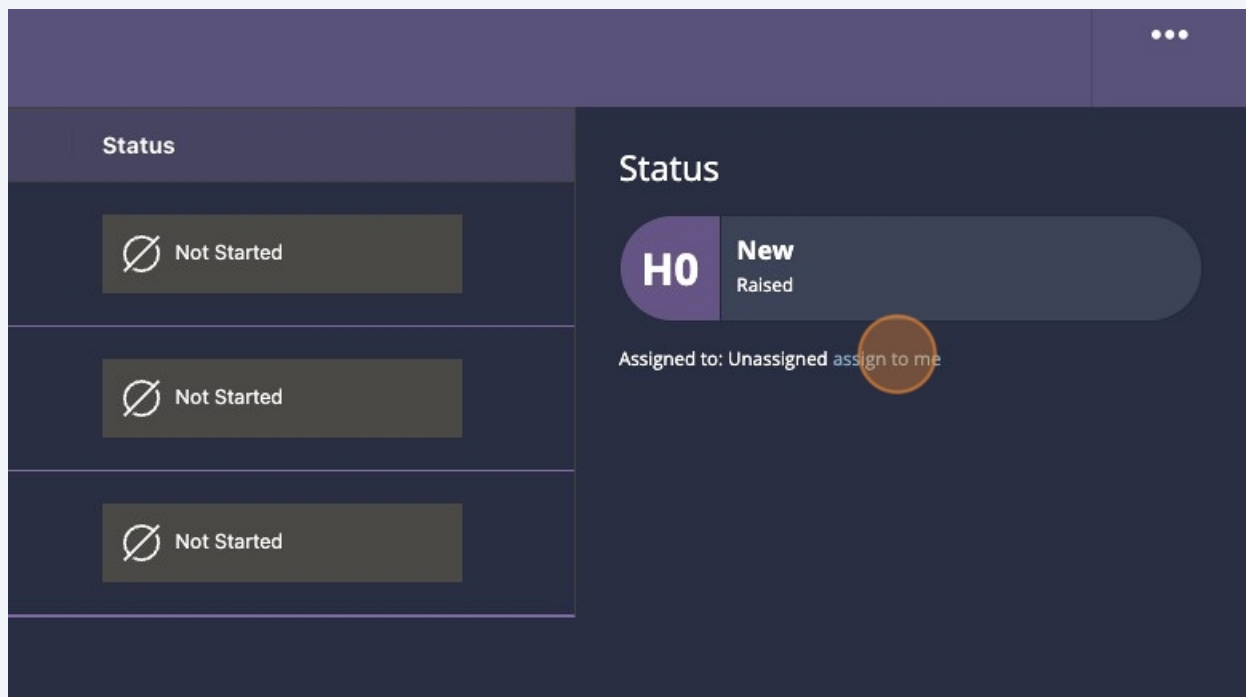
Learn how to take control of an Episode to make changes or progress it, by Assigning it to yourself

1

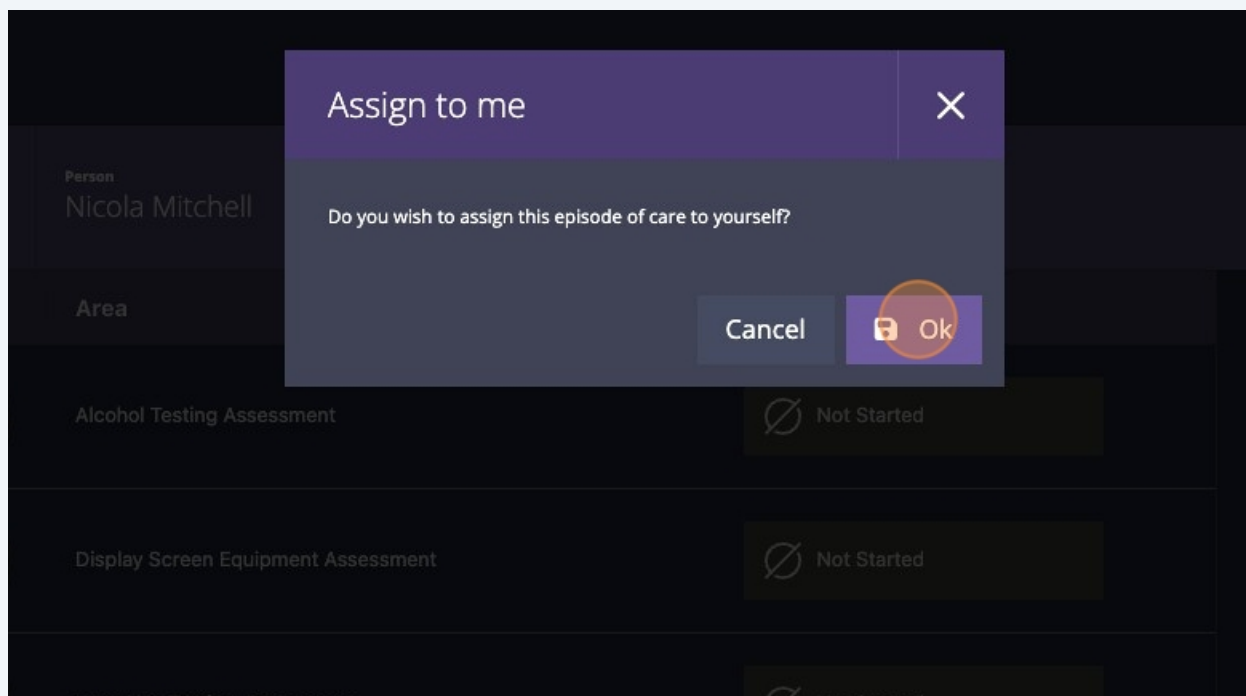
Open an episode in MediWork by clicking it in the Episodes list on a person's record, or by finding it in the Process View

		Client Test Organisation Limited		Person Nicola Mitchell	
    		Person	Episode Type		Assigned Clinician
			Case		
		Organisation	Health Surveillance		
		Episodes	Health Surveillance		joshua.knight@kinseed.com
			Health Surveillance		gaurav.pitroda@kinseed.com
		Journal	Health Surveillance		joshua.knight@kinseed.com
		Documents	Health Surveillance		joshua.knight@kinseed.com

2 Click "assign to me"



3 Click "Ok"



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Confirm that the Episode is now assigned to you by checking the status on the right hand side of the page

The screenshot displays a software interface with a dark theme. At the top right, there is a navigation bar with icons for settings, help, and notifications, along with the user name 'Josh Knight'. Below this, a header bar shows 'Area Health Surveillance' and a refresh icon. The main content area is divided into two panels. The left panel, titled 'Status', contains a table with three rows, each showing a status of 'Not Started' with a circular arrow icon. The right panel, also titled 'Status', shows a detailed view of an episode. It includes a purple badge with 'H1', the word 'Open', and the text 'Assigned to clinician 22/11/2024 at 2:25PM'. Below this, a box highlights the text 'Assigned to: Joshua Knight (OH)'. Underneath, a section titled 'Next Steps' contains two buttons: 'Send Questionnaire' and 'Fill-in Questionnaire'.



When an episode is assigned to you, others can still see the contents of the episode, but you are given control to make changes and progress the episode with the "Next Steps" button. Your name also appears next to the episode as the last person to take control of it.