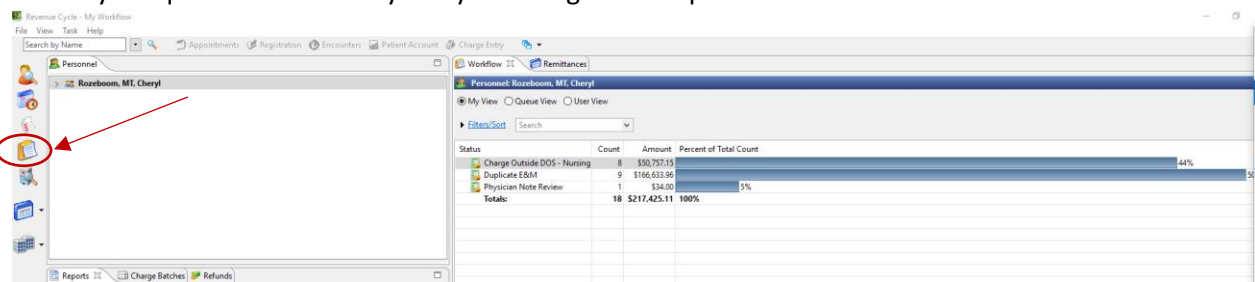




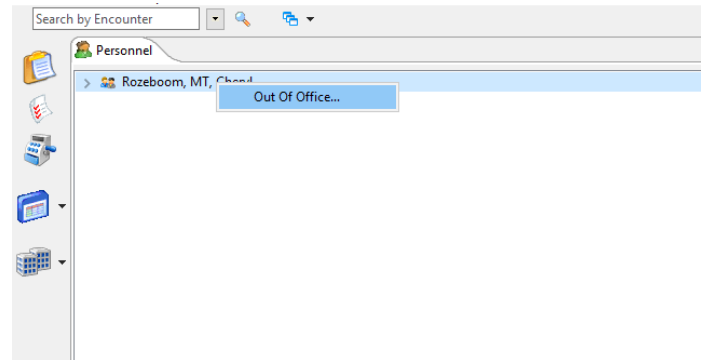
Out of Office functionality

The ability to reassign work queues exists in Revenue cycle. This allows the owners responsible for resolving discern notifications and work items to reassign items when they will be out of the office.

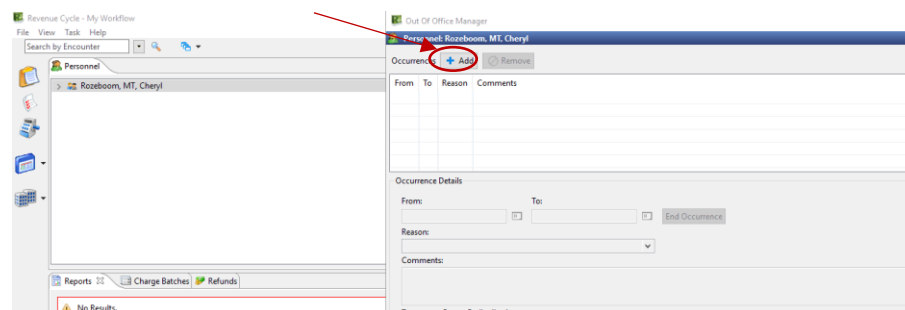
Locate your queue in revenue cycle by selecting the notepad.



Right click on your name and "out of office" will appear.



Select out of office and + add





Fill in the desired dates, the reason from the dropdown and an individual in each line that you wish to reassign.

Out Of Office Manager

Personnel: Rozeboom, MT, Cheryl

Occurrences + Add Remove

From	To	Reason	Comments

Occurrence Details

From: 09/28/2020 To: 10/30/2020 End Occurrence

Reason: * Vacation

Comments:

Temporary Queue Redistribution:

Reassign	Status	Count	Amount	Assignee
<input checked="" type="checkbox"/>	Ambulatory NDC Review	0	\$0.00	* <input type="text"/>
<input checked="" type="checkbox"/>	Charge Outside DOS	0	\$0.00	* <input type="text"/>
<input checked="" type="checkbox"/>	Charge Outside DOS - Nursing	0	\$0.00	* <input type="text"/>
<input checked="" type="checkbox"/>	Clinical Correction Inj/Inf	1	\$141.13	* <input type="text"/>
<input checked="" type="checkbox"/>	Duplicate Acuity Level Charges	0	\$0.00	* <input type="text"/>
<input checked="" type="checkbox"/>	Duplicate E&M	0	\$0.00	* <input type="text"/>
<input checked="" type="checkbox"/>	EKG 93000 93005	0	\$0.00	* <input type="text"/>
<input checked="" type="checkbox"/>	Encounters without Charges	0	\$0.00	* <input type="text"/>
<input checked="" type="checkbox"/>	Encounters Without Professional Charges	0	\$0.00	* <input type="text"/>
<input checked="" type="checkbox"/>	Physician Note Review	0	\$0.00	* <input type="text"/>

Save Cancel

Close

Uncheck any queues that you do not wish to reassign and fill in an Assignee for all others and save.

The notifications will populate back into your queue the day after the end date selected.