

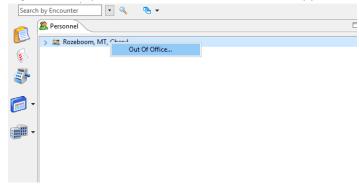
## **Out of Office functionality**

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.

2 Personnel: Rozeboom, MT, Cheryl		
My View      Queue View      User View		
Filters/Sort Search ¥		
		44%
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Right click on your name and "out of office" will appear.



Select out of office and + add

Revenue Cycle - My Workflow     File View Task Help	Cut Of Office Manager
Search by Encounter	Reserved: Rozeboom, MT, Cheryl
Personnel	Occurrence + Ads
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DOING WHAT'S BEST.



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

Charge Outside DOS       0       \$0.00       *         Charge Outside DOS - Nursing       0       \$0.00       *         Clinical Correction Inj/Inf       1       \$141.13       *         Duplicate Acuity Level Charges       0       \$0.00       *         Duplicate E&M       0       \$0.00       *	m: To: 1/28/2020 III 10/30/2020 III End Occurrence ason: cation mments: morary Queue Redistribution: eassign Status Count Amount Assignee Ambulatory NDC Review 0 \$0.00 * Charge Outside DOS 0 \$0.00 * Charge Outside DOS Nursing 0 \$0.00 * Charge Outside DOS Nursing 0 \$0.00 *		Reason Comments					
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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.