

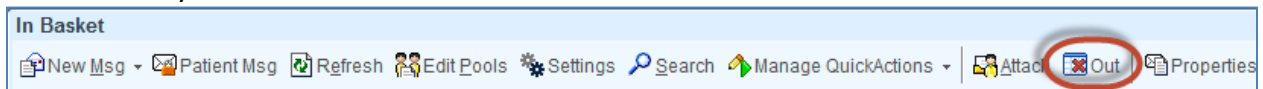
QUICK TIP

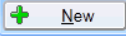
OUT OF OFFICE NOTIFICATIONS

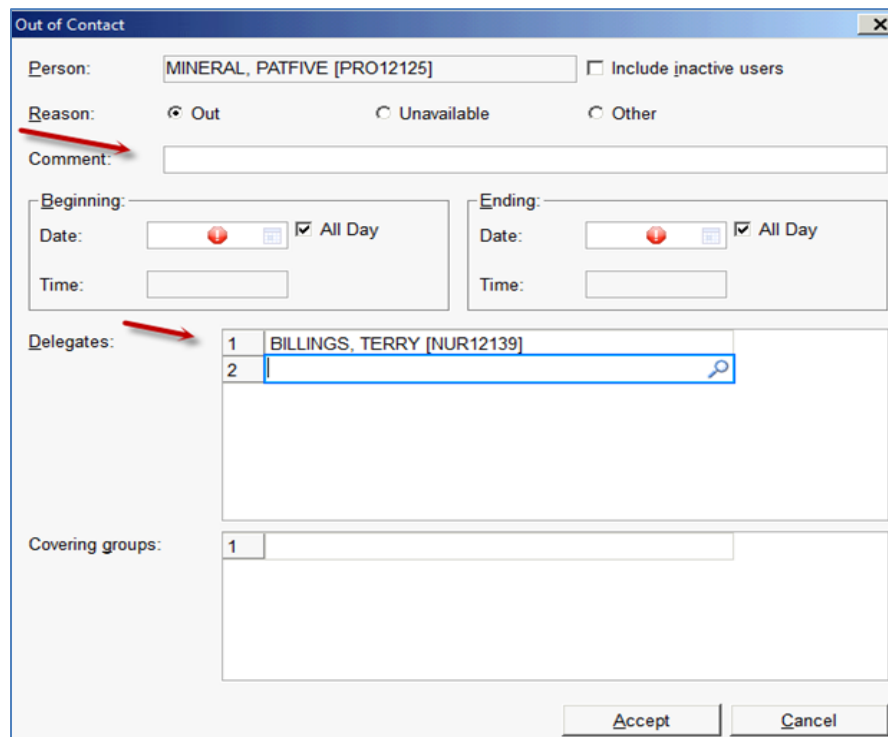
If you are going to be out of the office, you can set up an Out of Office contact in your In Basket. **This will allow you to assign someone to cover your In Basket while you are out and it will generate an out of office response to patients who try to send a My Chart message to you.**

To set up your out-of-contact:

1. From your In Basket **click Out.**



2. Select **New**  in the lower left corner.
3. The Out of Contact window opens up where you can enter a reason in the **Comment field**, beginning and ending dates in the **Date fields**, and the name of the person covering your In Basket in the **Delegates field**.
If your department has a covering group you will enter that name in the **Covering groups field**.



The screenshot shows the 'Out of Contact' dialog box. It contains the following fields and options:

- Person:** MINERAL, PATFIVE [PRO12125] Include inactive users
- Reason:** Out Unavailable Other
- Comment:** (An empty text field with a red arrow pointing to it.)
- Beginning:** Date: [calendar icon] [red dot icon] All Day; Time: [empty field]
- Ending:** Date: [calendar icon] [red dot icon] All Day; Time: [empty field]
- Delegates:** (A list box with a red arrow pointing to it. It contains one entry: 1 BILLINGS, TERRY [NUR12139]. A search icon is visible in the bottom right of the list box.)
- Covering groups:** 1 [empty field]

Buttons for 'Accept' and 'Cancel' are located at the bottom right of the dialog box.

4. Click **Accept** when done.

Whoever you've listed as a Delegate or Covering Group will only have access to your In Basket for the dates you entered in the Dates fields.

Make sure to tell the delegate or covering group that you've granted them access to your In Basket. They will find your In Basket by clicking on **Attached In Baskets**.

