



Tips & Tricks Weekly



Setting an Out of Office reply and Contact for Task List

Setting an Out of Office reply helps ensure that tasks do not sit unworked when the task assignees are unavailable. When selecting a user to serve as the out of office contact, the user's name is displayed on Task Details as an alternate contact when the task is assigned to the user who is out of the office.

1. Accessible from the Tasks page, click the gear box on the upper right side on the task window.

2. Select box to Turn on Out of Office replies.

- Select Start / End Date
- Select Out of Office Contact
- Type Out of Office message.

Click "OK" to save.

3. The user selected to be the Out of Office contact will have the name displayed on Task Details as an alternate contact. Just click on the alternate contacts name in "blue" to reassign the task to this user.

****Remember.... Please Do Not Remove Tasks.**

No Encounter Selected

Tasks - Customize

Default Assigned To: User Team

Automatic Refresh: 3 minutes

Always Show Note Selector When Copy Task to Note

Default Assigned To User

Default Assigned To:

Default Task Type:

Default Assigned To Team

Default Assigned To:

Default Task Type:

Default User Assigned To CoSign and Co-Sign Task

Assigned To:

Default User Assigned To FMH Patient Message Task

Assigned To:

Out of Office

Turn on Out of Office replies

Start Date: 15-Feb-2023 End Date: 17-Feb-2023

Out of Office Contact: ALLSCRIPTS, Provider

I am out of the office and will return on Feb. 17th. Please assign all urgent tasks to my out of office contact. Thank you. 16 chars remaining

Task Details

Task Filters

1 - Not about a patient 2 - Concerning patient:

Assign To: User Team Task: Follow Up

ALLSCRIPTS, Provider Priority: Routine Status: Active

ALLSCRIPTS, Provider is Out of Office until 14-Feb-2023. Contact Allscripts, Provider20, M.D.

Comment:

Activate: 13-Feb-2023 02:02 PM Overdue: 20-Feb-2023 02:02 PM

Create Notify Task: When Complete When Overdue

Notify: ALLSCRIPTS, Provider Priority: Routine

Delegate