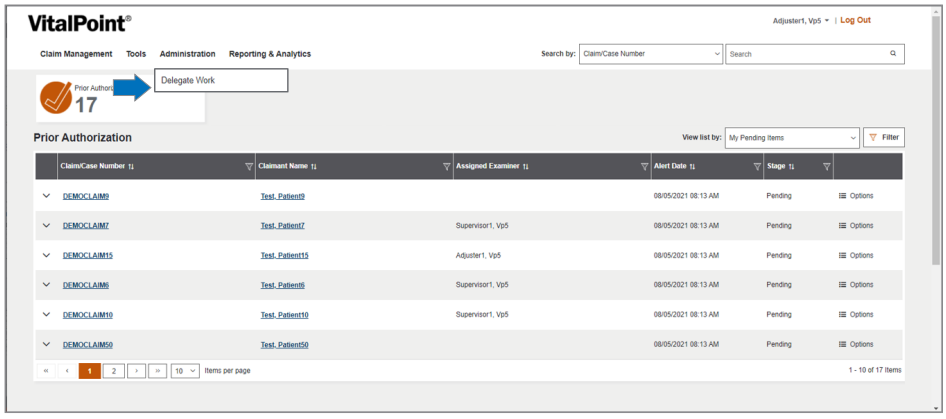
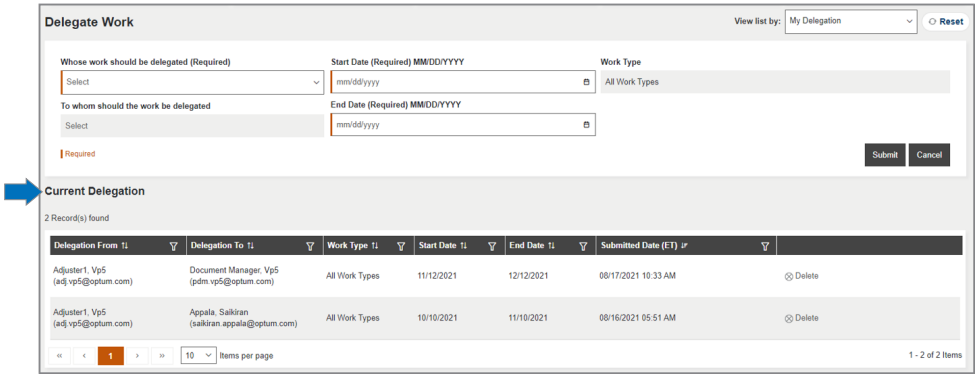
Delegate Work

In the Optum OWCP FECA VitalPoint® portal, claims professionals can use **Delegate Work** to assign future VitalPoint transactions to another user during a selected delegation period. Use this option when a user will have a known/planned absence and will not be able to take action on the work assigned to them. Most VitalPoint users can only delegate their own work. VitalPoint Supervisors can delegate their own work and the work assigned to their team.



Click on **Administration** in the top menu, then **Delegate Work.**



A list of **Current Delegations** will display at the bottom of the screen.

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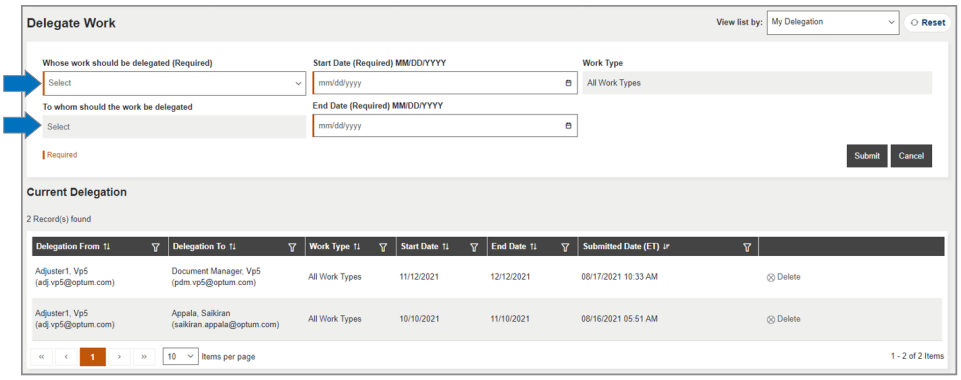
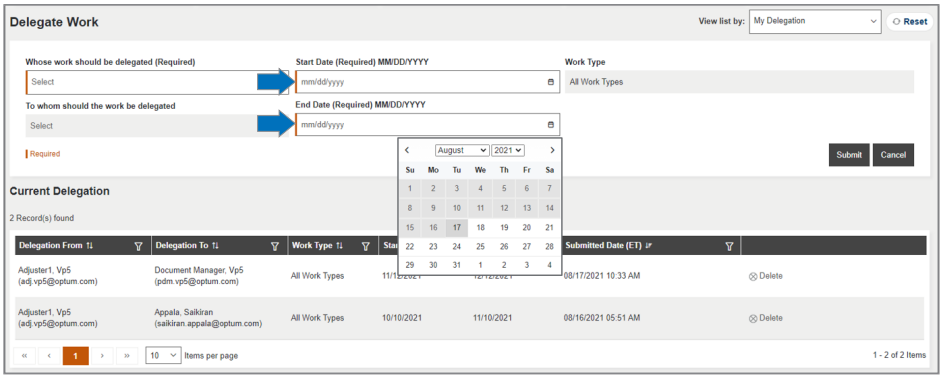


On the Delegate Work screen, in the **Whose work should be delegated** field, select the name of the employee who will be away and unable to take action on their assigned transactions. Next, in the **To whom should the work be delegated** field, select the name of the employee to whom you wish to delegate the tasks.



Use the **Start Date** and **End Date** fields to set the timeframe for which the selected employee's transactions will be delegated.

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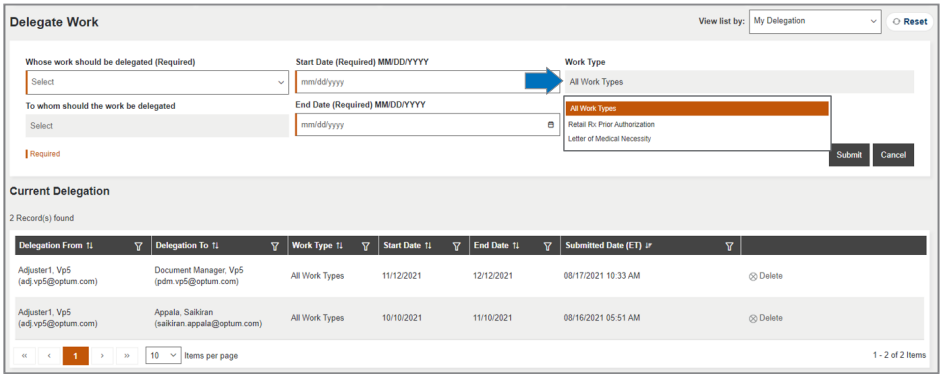
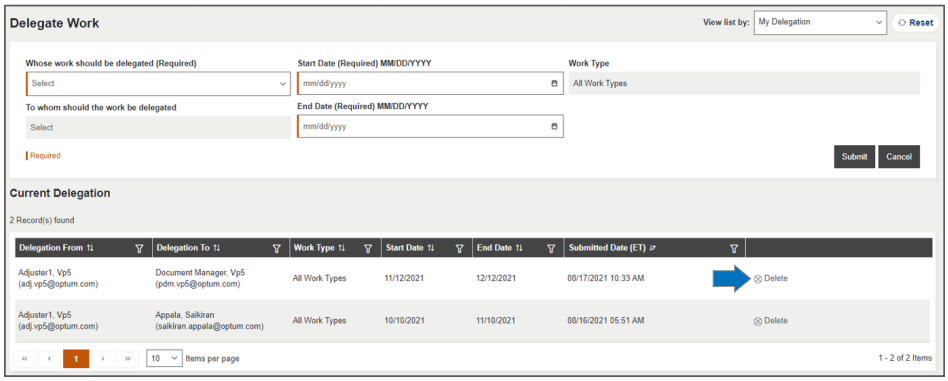


Use the drop down list in the **Work Type** field, to set the Type of Work to be Delegated. Click **Submit**.



END A WORK DELEGATION

Go to **Administration** in the top menu, then **Delegate Work**.

Find the delegated work in the **Current Delegation** list and click **Delete**.

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