Delegate Work

This video will review how to delegate work in the VitalPoint® portal.

A claims professional's work in VitalPoint can be delegated to other users in instances when they will be unavailable or out of the office.

Once logged into VitalPoint®, the claims professional will be able to delegate work by clicking on the Administration menu option. This menu will have a delegate work option. This option will display a delegate work screen. If there are current delegations already in place, they will be listed in this section.

To begin a new delegation, each field on this screen will need to be completed by the claims professional. First, they will select who they wish to delegate future transactions from using the drop-down menu in the Whose work should be delegated field. Then they will select who to delegate the work to using the drop-down menu in the To whom should the work be delegated to field.

The start date and end date will need to be selected by using the calendar icon. After selecting the correct dates, the type of work that is being delegated will need to be selected from the drop-down menu in the Work Type field.

After completing all the fields, clicking submit will add the delegation to the current delegation list. Any delegation can be stopped when needed by clicking on the delete icon. This will stop the delegation and remove it from the current delegation list.