

Practitioner Pre-Vacation Check List:

1. Request time off from vmgschedulers as far in advance as possible. If falling below minimum staffing, see if other providers who normally have a day off can help cover you. Schedulers are aware of coverage needs and will help to coordinate this but you must communicate with them about time off so that they can make sure that we have adequate staffing.

2. Email Martha with dates of time out of office and ask her to send Portal Blast message to your patients.

Message will say: _____ will be out of the office from x to x. If you have a non-urgent message please wait to send until they are back in the office. If you have an urgent concern or new problem please book a visit to address with a covering provider.

3. Communicate with your team about your time.

4. Look ahead a few weeks to make sure that difficult patients have a working plan and that you have communicated it to your team and the patient, in order to minimize extra work for your partners.

5. Notify CSRP that you will be OOO 2 weeks prior so that they can queue your CSRP patients prior to your OOO time.

6. Sign your CSRP prescriptions.

7. Clean out your Clinical Inbox so that the work that your colleagues need to cover is clear. If there are items that you want to leave in your box label with "hold for your initials" and PIN TO TOP. Any non-urgent items left in your box will not be looked at. Coverage will only be for items that come in while you are OOO.

8. In weeks prior to OOO time, if you are seeing difficult patients make follow up appointments with the team if necessary during your absence so that they can have their concerns addressed in a visit and not by phone.

Updated 2/16/23