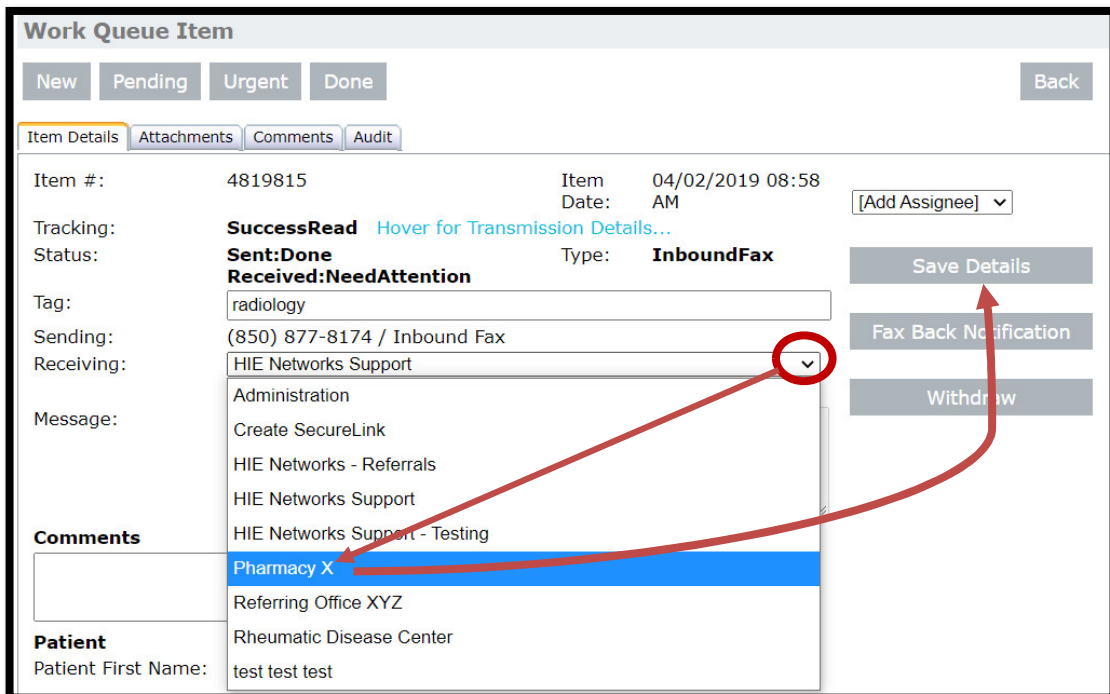


## Moving or Transferring a Work Queue Item

### Examples of when I might use this:

- If a record was sent to you by mistake and should be for another department within your organization
- If a workflow requires something be completed by another department, for example you might move an item to Authorization prior to scheduling an appointment for a patient



**Work Queue Item**

New Pending Urgent Done Back

Item Details Attachments Comments Audit

Item #: 4819815 Item Date: 04/02/2019 08:58 AM [Add Assignee] v

Tracking: **SuccessRead** Hover for Transmission Details...

Status: **Sent:Done** **Received:NeedAttention** Type: **InboundFax**

Tag: radiology

Sending: (850) 877-8174 / Inbound Fax

Receiving: HIE Networks Support v

Message:

Administration  
Create SecureLink  
HIE Networks - Referrals  
HIE Networks Support  
HIE Networks Support - Testing  
**Pharmacy X**  
Referring Office XYZ

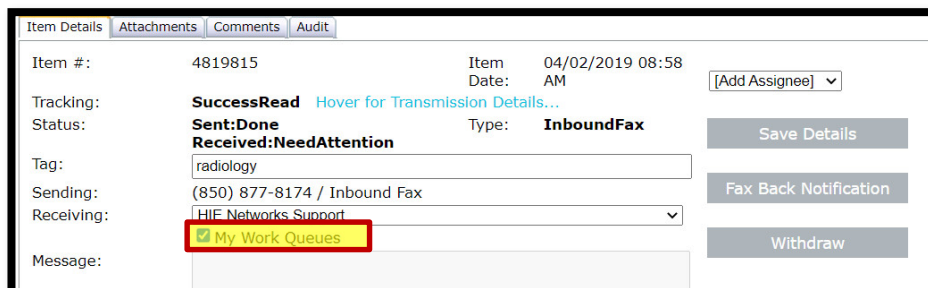
**Comments**

**Patient**  
Patient First Name: Rheumatic Disease Center  
test test test

Save Details  
Fax Back Notification  
Withdraw

Once you select the appropriate receiving work queue from your drop down and click **Save Details** the item will automatically close and no longer be in your work queue.

If you have **My Work Queues** checked your drop will ONLY display works queues you are associated with, uncheck this box to see all queues under your participant.



Item Details Attachments Comments Audit

Item #: 4819815 Item Date: 04/02/2019 08:58 AM [Add Assignee] v

Tracking: **SuccessRead** Hover for Transmission Details...

Status: **Sent:Done** **Received:NeedAttention** Type: **InboundFax**

Tag: radiology

Sending: (850) 877-8174 / Inbound Fax

Receiving: HIE Networks Support v

Message:

☒ My Work Queues

Save Details  
Fax Back Notification  
Withdraw