


# Silencing Clinical Alerts When Away – Creating a Rule in PS Clinical Collaboration

EDUCATION

## When to Use

- Vacation, sleep periods, days not scheduled to work.
- This rule can be quickly **toggled on or off** as needed.
- Multiple rules may be created for different situations.

## Creating a Rule

1. Open the PS Clinical Collaboration App  on your phone.
2. Click settings (three short parallel lines) in the upper left corner.
3. Click **My Rules**.
4. Click **Create Rule** in upper right corner.
5. **Name the rule** (such as Vacation, Sleeping or Away).
6. Select the affected days of the week; this may be every day.
7. Select the **Start Time and End Time**:
  - a. Example: 8 AM to 4 PM (for sleeping).
  - b. Selecting **All Day** typically works best for PTO rules.
8. Under **MESSAGE TYPES**, leaving as *Any* means all types of messages will be blocked.
  - a. Certain types of messages may be designated to be received while away.
9. To allow a message from a particular individual or group, enter their name in the **Sent From** field.
10. Use the **Forward To** field only to have messages sent to someone else.
11. To be alerted via SMS Text Message, toggle the **Alert Me** slider on.
12. Slide **Copy Me** to the right. Then review messages later.
  - a. This is required so that the Telmediq App will not require entering a colleague in the **Forward To** field.
13. Under **Auto Response**, a message may be entered:
  - a. Example: "I am away from work and will not be checking pages or texts."
  - b. Example: "I typically work at night and may not be available during the day."
14. Click **Save** in the upper right corner.