



How do I ... Manage my results when I am on leave?

Step 1: Copying down your details

1. Click on **My details** then **My details** in the blue column on the left.



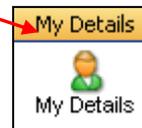
2. Scroll down to **Results Signoff** (at the bottom of the page)



3. Copy down the information entered under **My Clinics** (eg. by writing it down or taking a screenshot)
4. If your colleague who will be managing your results in your absence also needs to manage your inpatient results, copy the information under **My Clinicians**

Step 2: Setting up your colleague

1. Your colleague who will be managing your results needs to log into Medical Applications Portal. (MAP)
2. They need to click on **My details** then **My details** in the blue column on the left.
3. They need to enter your clinics (that you copied down in Step 1 above) under **My Clinics**. Click the **+** beside **My Clinics**, type in the clinic name and click **Search**. Click on the correct clinic in the list that appears. Repeat as necessary.
4. If your colleague needs to manage your inpatient results, they need to enter the Clinician names that you copied under Step 1 under **My Clinicians**
5. Click **OK** (bottom right of screen)



If you need more help with this step – refer to the handout 'How do I –set up my unsigned results in MAP?'

Step 3: When you get back from leave

1. Your colleague who will be managing your results needs to log into Medical Applications Portal. (MAP)
2. They need to click on **My details** then **My details** in the blue column on the left.
3. They need to delete all your clinics/ clinicians from their page by clicking the **X** beside each entry.
4. When they are finished, Click **OK** (bottom right of screen)

