REMINDING/RECALL SETUP

STEPS

To create a recall from any of the above areas, you will:

1. Search for the patient's name (unless you are using options B/C – where the name auto-populates)
2. Create when the recall is set for (time parameter)
3. Assign an appointment type and a resource, if needed, and this will reflect when the patient should be "seen by".

NOTES

There are multiple ways to set up Patient Recall:

- *Creating from the queue (SCHEDULER>PATIENT RECALL)*
- *Search the patient's name and click on 'Patient Recall'*
- *From the patient's hover screen, click on 'Patient Recall'*

To view a recall from the queue (Scheduler>Patient Recall), you can search recalls and receive a master list of anyone with a recall, based on the parameters set in the search criteria. This list can be sent via email or printed off.