RECALL SETUP

🖥 **GO TO**

Scheduler → Patient Recall

OR

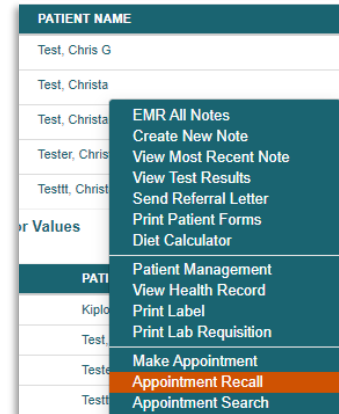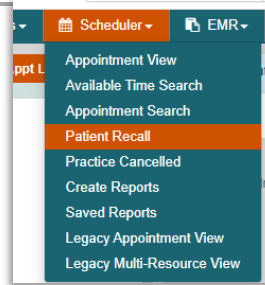Search for patient → Right click / hover over patient name → Appointment Recall

≡ **STEPS**

Select action: *View Recall Queue*

1. Set recall date range to search within
2. Set other filters if applicable
3. Submit

- ▪ To remind patient in queue:
  1. Select desired patient
  2. Select action
- ▪ To remove patient from queue:
  1. Select desired patient(s)
  2. Select remove

- ▪ To schedule appointment:
  1. Right click on desired patient
  2. Select "make appointment"
  3. Follow steps in Available Time Search Guide

Select Action: *Create New Recall*

1. Search Patient if not already populated
2. Enter filters
3. Submit