

## RECALL SETUP



### GO TO

Scheduler → Patient Recall

OR

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

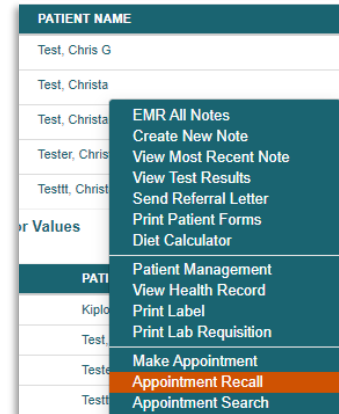
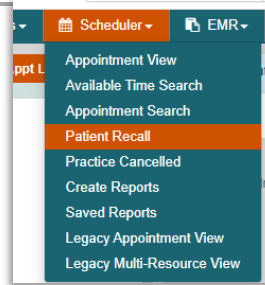
### STEPS

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



**Appointment Recall Queue** HELP

PATIENT:

ACTION TYPE: ☒ View recall queue ☐ Create new recall

VIEW: ☐ All appointments to be recalled ☐ Overdue appointments ☒ Appointment Due between:

RECALL DATE\*:  to

☒ NEXT 7 DAYS ☐ TODAY ☐ THIS MONTH ☐ NEXT MONTH

APPOINTMENT TYPE:

LASTEST RECALL STATUS:

FOLLOW-UP APPOINTMENT:

PATIENT LOCATION ASSOCIATION:

DISPLAY RECORDS:

Select Action: *Create New Recall*

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

**Appointment Recall Queue** HELP

PATIENT:

ACTION TYPE: ☐ View recall queue ☒ Create new recall

RECALL PATIENT: ☒ in

☐ in the month of

COMMENTS:

APPOINTMENT TYPE: