## Manage Appointment Reminders

adule comms	1. Click your <b>Profile</b> icon in the top-right corner of the screen > <b>Settings</b> .	Help V Q Q (10) Y Profile My recent patients
	2. From the menu on the left of the screen, click Practice & locations.     Practice & locations     Appointments	Settings
	3. Scroll down to <b>Communications</b> .	
	4. Toggle Send reminders prior to appointment to Yes.	Save Cancel
sche	5. Click Save.	
nd		
le a	To schedule comms:	∘ ∨ ♀ ♫ <b>™</b> ∨
Enab	1. Go to Profile > Settings > Config > Comms schedules.       Users       Comms schedules       Credit balance unava	ilable + Schedule
	2. Click + Schedule. ✓ Config	Type $\vee$ $\times$
	Appointment types Actions Name Type Freque	10:00 am
	Comms schedules	
Set consent	1. Go to Address book > Patients.	ß
	2 Search for and select the <b>Patient</b> to open	L.
	their demographic details.	
	3. Scroll down to <b>Communication</b> <b>Preferences</b> > click Edit. Notification Appt reminder Method SMS Destination 034678999	
	1. Select Appointment book > Appt reminder.4. The Patient's reply will appear here.	
	2. Select the applicable dates.5. Click the ellipsis () > SMS to resend the	
	3. Filter by reminder category.	
es.	6. Manage confirmations manually.	
er repl	Appointments Schedule Waiting room Waiting list Incomplete Appt remin	der Actions 🗸
inde	Appt   Custom     2     All reminders sent     2        • Confirmed        • Confirmed        • Requires review        • No reply        • No reply        • Z reminders not sent	$ullet$ No reply $ arsigma   \cdots$
t rem	Search for patient       Search for phone number       Appt type $\lor$ Providers $\lor$ Location $\lor$ Appt status $\lor$ Time $\lor$ $<$ $>$ $×$ Waiting for I	eply
app	Actions Resp Delivery status Date 🔿 ↑ Time O Type O Patient Phone number Provider	30/05/2024 10: 5
anage	O         Not sent         30/05/2024         8:15 am         Follow-up consultation         Eileen Hunter         Not configured         Edith Murphy         appointmen 31/05/2024	t with Edith Murphy is on at 9:00 AM at Bp Software
	O ···· Not sent 30/05/2024 11:00 am ACC - Initial consultat Ariel Freeman Not configured Edith Murphy Omni Demo	
Σ	Delivered 31/05/2024 9:00 am Follow-up consultation Bonnie Bushell +6440000000 Edith Murphy	
	O Declined     9:50 am Long appointment     Val Bash     +61479151828     Edith Murphy	
	✓ Edit appointment	
	Cancel appointment	

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