

Summary Sheet

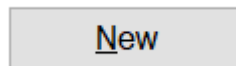
Patient Reminders using Bp Premier (Indigo)

Adding Patient Reminders in the patient record/consultation

1. Open the patient record (F2)
2. Click on the **Reminders** button from the area at the top of the screen. If the patient has a Reminder that is overdue or due in the next 30 days, it will show up in blue in the Notifications area.



3. Choose 'New'



4. Select a Reason from the list.
5. Select the **Due date** required.

6. Add any relevant **reminder comments** that can be used to provide additional detail when viewing the reminder at a later date. *These will not be communicated to the patient.*

7. **Save.**

Reminder

To see: Dr Frederick Findacure

At location: Main surgery

Reminder Type: All

Remind in: 6 Days Weeks Months Years

Reminder date: 3/01/2019

Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today: 3/07/2018

Reason	Default interval
2nth Immunisation	2 months
4nth Immunisation	2 months
6nth Immunisation	2 months
12nth Immunisation	6 months
4-5y Immunisation	3 years
ADF Post Discharge GP He...	1 year
Asthma review	1 year
Blood Pressure Check	1 year
Blood Test	1 week
Blood Test (Clinically Signifi...	1 week
Bowel screening	1 year

Other reason:

Automatically update this reminder when sent to patient

Update interval: Days Weeks Months Years

Reminder comments:
LFT, Vit D]


These comments will NOT be communicated to the patient.

Save Cancel

Note: It is possible to filter the reminder reason list by 'Reminder Type'. The type can be used to differentiate reminders that have been grouped together under a given Type eg Chronic Disease Clinic, Travel Clinic etc. To add types, go to Setup > Configuration > Reminders.

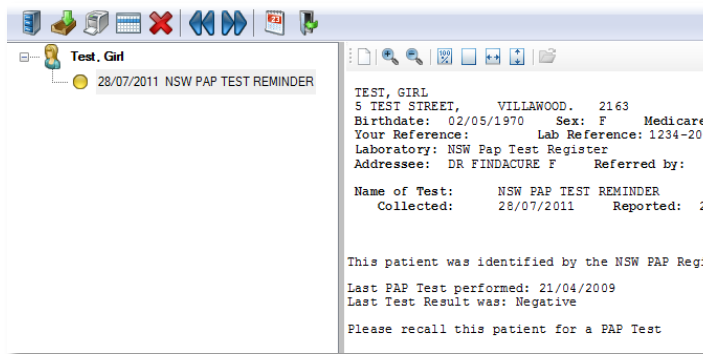
Adding reminders from the Inbox:

1. Access the 'Inbox':

Use either the Inbox Icon  or press 'F3'

2. View the list of results by patient

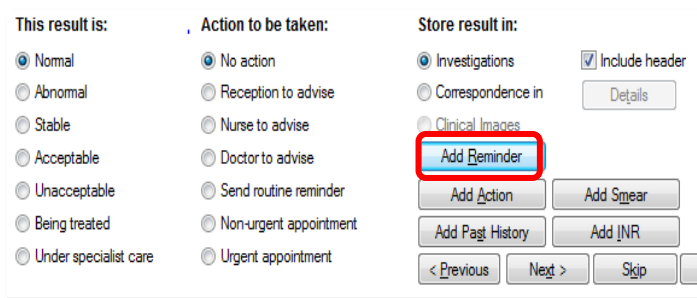
3. From the 'Inbox':
Select the item / test result etc.



4. Go to 'This result is' section at the bottom of the screen and choose the appropriate response.

eg. Normal, Abnormal, Stable etc

5. Under 'Action to be taken' select the relevant action (according to your practice 'system').



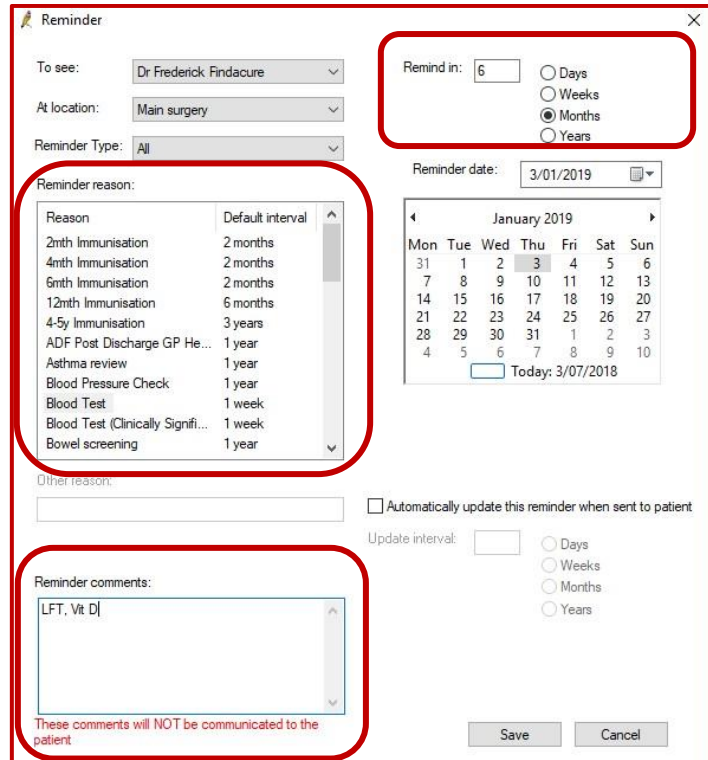
6. Click on the 'Add Reminder' button.

The reminder window will be presented.

7. Choose an applicable **'Reminder reason'** from the list.

8. From the **'Remind In'** section select the appropriate reminder interval

If this is a recurring reminder tick the **'automatically update this reminder when sent to patient'** tickbox.



Reason	Default interval
2mth Immunisation	2 months
4mth Immunisation	2 months
6mth Immunisation	2 months
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ADF Post Discharge GP He...	1 year
Asthma review	1 year
Blood Pressure Check	1 year
Blood Test	1 week
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Bowel screening	1 year

8. Add any relevant **reminder comments** that can be used to provide additional detail when viewing the reminder at a later date. *These will not be communicated to the patient.*

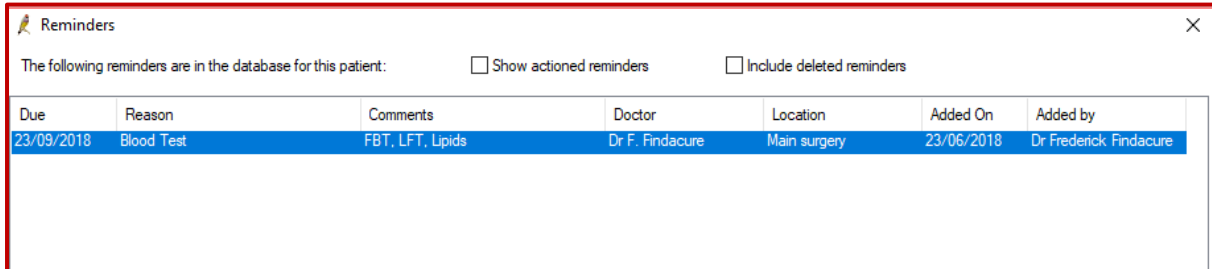
9. Press **'Save'** button.

10. Practice staff can then mail merge these patient records with a relevant reminder letter, or make a phone call or send SMS message to notify patients as appropriate.

Viewing Reminders

From the patient screen:

1. Select the **Reminders** button
All open reminders for the patient will be displayed.



The following reminders are in the database for this patient: Show actioned reminders Include deleted reminders

Due	Reason	Comments	Doctor	Location	Added On	Added by
23/09/2018	Blood Test	FBT, LFT, Lipids	Dr F. Findacure	Main surgery	23/06/2018	Dr Frederick Findacure

A list of reminders added to a patient file can be viewed by selecting the '**Reminders**' button in the patient file. Comments can also be seen for each reminder, if entered.

Modifying Reminders

From the Patient screen:

1. Select the **Reminders** button
2. **Highlight** the reminder to be modified
3. Select the **Edit** button
4. Edit the reminder detail
5. **Save**.

