



Reminders

1

Set up Reminders

Set up Reminder Groups

You will be supplied with a default list, which cannot be edited or deleted. You can create your own categories to associate with supplied or custom reminder reasons which can be used when generating the list of reminders to be sent.

Decide as a practice if you will allow

Free text Reminder Comments – comments can be added to the reminder for clinic reference only

Free text Reminder Reasons – designated user will need to use clean up tool to map the reminder reasons to existing list reminder reasons

Comments are visible in the reminders area of the patient record.

Using Clinically Significant Reminders

You should now review your current reminders to make use of the new clinically significant flag.

To Add or Edit your reminder list reasons

1. Name the reason
2. Choose the reminder type.
3. Indicate the reminder as *clinically significant*
4. Set the default reminder interval

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Create Reminder

Clinician Sets Reminder
 Either from the Patient Record or from the Inbox.
 Add Reminder Reason> Add comment if required> Select Interval (days, weeks, months, years)> Save

Due	Reason	Comments	Doctor	Location	Added On	Added by
03/04/2018	Screening (Clinically Significant)	Notes can be added in here	Dr F. Findacure	Main surgery	20/03/2018	Dr Frederick Findacure
21/08/2018	12thth Immunisation	They can type here	Dr F. Findacure	Main surgery	17/01/2018	Dr Frederick Findacure
01/03/2019	Diabetes review		Dr F. Findacure	Main surgery	01/03/2018	Dr Frederick Findacure

Reminder list in the patient record lists all reminders in the system for the patient. "Show actioned reminders" has been relabeled from "Show sent reminders." "Show deleted reminders" is new. Clinicians can Add/Edit and Delete reminders. Right click on the individual Reminder in the list to view the contextual menu to access and view visit it was created in. Reminders can also be marked as performed by same action in the Notifications window.

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Send Reminders

Access via Main Menu>Clinical>Reminders>Select Patients
Select Patients for Reminders
 Choose reason, range, users, locations> Ok

Name	Action	Due	Doctor	Location	Address
Edwards, David Eric	Full medical	27/03/2018	Dr F. Findacure	Main surgery	4 Fitzroy Gardens, Royal Hill, 4054
Smith, John Abraham	Influenza Immunisation	21/03/2018	Dr F. Findacure	Main surgery	20 Pump Road, Capalaba, 4157
White, Walter	Prostate check	21/03/2018	Dr F. Findacure	Main surgery	123 Fake Street, Brisbane, 4000
Abins, Lou N	Full medical	27/03/2018	Dr F. Findacure	Main surgery	258 Deane Cr, Hamilton, 3300

Action the Reminder list
View Appointments – displays patient appointments. Click New to book an appointment (manually remove from list when appointment is made).
Send Reminders – Send your reminders. Sends all reminders on list.
Remove from list – Removes the reminder from the current view.
Delete Reminder – Reminder is deleted from patient record

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Resend

Resend Reminders

Access via Main Menu>Clinical>Reminders>View>Sent Reminders

Set parameters to view sent reminders.
Send Again – to send your reminders again.
 Untick **Show Unactioned Only** to view audit trail. Make sure this is ticked again before resending.



Name	Reason	Doctor	Location	Sent	Actioned
Boo, Betty	12thth Immunisation	Dr F. Findacure	Main surgery	20/03/2018	///
Mouse, Minnie	Diabetes review (Clinically Significant)	Dr F. Findacure	Main surgery	20/03/2018	///
Smith, John Abraham	Influenza Immunisation	Dr F. Findacure	Main surgery	20/03/2018	///
White, Walter	Prostate check	Dr F. Findacure	Main surgery	20/03/2018	///

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Finalise

Finalise the Reminder by marking as performed
In Previously sent reminders – Marks the reminder as performed
In Patient Record – Right click on notifications list or Mark as performed in Reminders list accessible from Reminders button

Practice Policy and Process for Reminders should be clearly documented to define team member responsibility within the workflow

