

Send a manual recall

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Practices can manually send SMS recalls to patients using the Recall Report by selecting the criteria for who will receive the reminder then selecting send SMS.

The standard for most practices will be to set up scheduled recalls.

To send an SMS recall:

- 1. Open Zedmed Office
- 2. Select Management.
- 3. Select Reports > Recall Report.
- 4. Select Send Recall via SMS.
- 5. Select Modify SMS Text to see the content of the text.
- 6. Select Send SMS.

	Recall Report	x	
Style Style Single Line Details O Extra Details	Criteria Maturity Date 27/01/2023 🕃 🚍	26/02/2023 € □ ✓ 27/01/2023 € □	
◯ Letter v	2	Nodify Recall SMS Message Text	_ X
Mail Merge Templates	Overriding message for branch: MED Recall Type: All	(this will replace the configured message for this session)	8
FRM Recall Letter.doc	SMS Message		
Send Recall via SMS First Modify SMS Text			
Group Doctor V			
Order Patient Name 🗸	Maximum characters allowed by the SMS companies is 160. If your message exceeds this limit, a second message may be sent incurring a second fee. Please note that spaces are counted as characters and remember to allow for the potential length of each merge field used in the message.		
	Reset to Default Message		Close Cancel
Print Screen Deactivate these recalls	Send SMS	Close	