

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**.

