

Send a manual reminder

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Practices can manually send SMS reminders to patients using the Appointment 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 reminders.

Considerations:

- A patient must have a mobile number in their patient record.
- Allows SMS must be ticked on the Appointment Details screen for the appointment.
- Allow SMS is ticked by default if Default Appointment SMS is ticked in the patient's record.
- SMS confirmations for new bookings are sent if **Send Confirmation SMS** is ticked on the **Appointment Details** screen.
- Send Confirmation SMS is ticked by default for Online bookings, so notifications are sent when a patient books online.

To manually send SMS reminders:

- 1. Go to Zedmed's Reception tab.
- 2. Select Daily reports then Appointments.

The Appointment Report screen will open.

3. Select Send Appointments via SMS.

This will update the screen so it can be used to configure and send SMS reminders.

- 4. Use the following criteria to determine who is to receive the reminder:
 - a. Set the Date from and To. Reminders are sent to all patients with appointments in this date range.
 - b. Select the Branch the appointments are at. The default is the branch where you're logged in.
 - c. Select the Doctor or Resource (not both) the appointments are booked under. The default is all doctors.
 - d. Select the Appointment Type that the reminders will be for. The default is all appointment types.
- 5. Select the Send SMS button when you're satisfied with the message's criteria.

Style	Criteria				
O Appointments Only Order by Name		То			
O Appointments and Available Slots	15/07/2021 🚔 📃	15/07/2021 🚔 🗖			
○ Cancelled/Missed	Time from				
Cancelled Only	06:00	22:00			
Missed Only Send Appointments via SMS Modify SM	IS Text Branch	<u></u>			
Report Mail Merge	Branch 1	~			
Display Options	Doctor				
Addresses Include Histo	All	~			
Referral Details	Resource	Resource			
Separator Lines	All	~			
Preferred Name	Appointment Type	Appointment Type			
	All	~			
Send SMS Screen E	kport				
		Close			

If you get the message "No appointments match the criteria you have selected" when selecting **Send SMS** or **Screen**, one of the following may apply:

- SMS messages have already been sent for appointments matching the selected criteria.
- There are no appointments matching the criteria.
- The appointments that match the criteria are not set to Allow SMS.
- The patients do not have a mobile phone number in their patient records.

The **Appointment Report** can also modify the text used in the messages. The modifications are made using the **Report** and **Mail Merge** tabs and the **Send Appointments via SMS** option.

Check if notifications were sent.

The Message Manager allows you to filter all SMS communications by specific criteria, including **Confirmed** or **Cancelled** responses to messages sent to the patient. To learn more, see the Message Manager guide.

You can also check what message a patient was sent by opening their patient record and selecting the message tab.

2			Hollaway, Knut					
Acc Enquiry Attend	Bill Letters Clinical I	nformation Print	Quote Receipt Waiting Re	oom Appointments Extr	as			
Patient Details	Date/Time	Sent By	To/From	Status	Category	Response		
Further Details	21/07/2021 05:14 PM	Dr P Davis	0478 701 007	Failed	Reminder			
Recalls	You have an appointment on 22/07/2021 at 2:45 PM with Dr Phillip Davis at Apostro'sand. Please ring 99999999 if you cannot attend.							
Notepad	09/06/2021 09:56 AM	ZEDMED	0478 701 007	Failed	Direct			
eHealth	test							
Messages								