



# GeeseMed Alerts & Reminders Manual-2020



## Alerts N Reminders

- Path: “Patient Hub>>Alerts N Reminders”



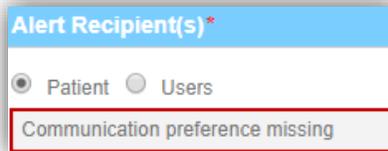
- After Clicking on ‘Alerts N Reminders’, the below screen will appear;

Active	Module	Alerts	Subject	Notes	Due Date	Repeat After	Receiver Type	Recipient(s)	Status	End Date
<input type="checkbox"/>	Other	Appointment	Set Follow Up Appointment	Appointment Reminder	11/20/2019		Users	Targaryen Aemon, Taryl Samwell	Not Completed	
<input type="checkbox"/>	Ex	Contac Cold+Flu Non-Drowsy 500 mg-5 mg oral tablet	Change Meds	Change medicine if not suited	11/30/2019	2 Day(s)	Users	Taryl Samwell	Not Completed	12/06/2019
<input type="checkbox"/>	Immunization	Immnzation Test	Immunization reminder	Immunization reminder	12/19/2019		Users	Targaryen Aemon	Not Completed	12/31/2019

1. Select the type of the module and enter the details accordingly.
  2. Enter the Subject.
  3. Enter the Note.
  4. Select the Due Date.
  5. Enter the End Date.
- Note:** After the end date; the alert will be closed automatically.
6. Enter the time interval for the alert to repeat.
  7. Select the interval type.
  8. Select the Priority of the Alert from ‘Priority’ Tab.
    - A. Normal
    - B. Medium
    - C. High

9. Select the Recipients to whom you need to send this Alert to from '**Alert Recipient(s)**'.

**Note:** When you select '**Patient**' and if it says '**Communication preference missing**',



Alert Recipient(s)\*

Patient  Users

Communication preference missing

The user needs to select '**Communication Preference**' from '**Patient Hub>>Patient Registration**'.

10. Click on '**Save**' to save the alert.

11. Click on '**Cancel**' to cancel the alert.

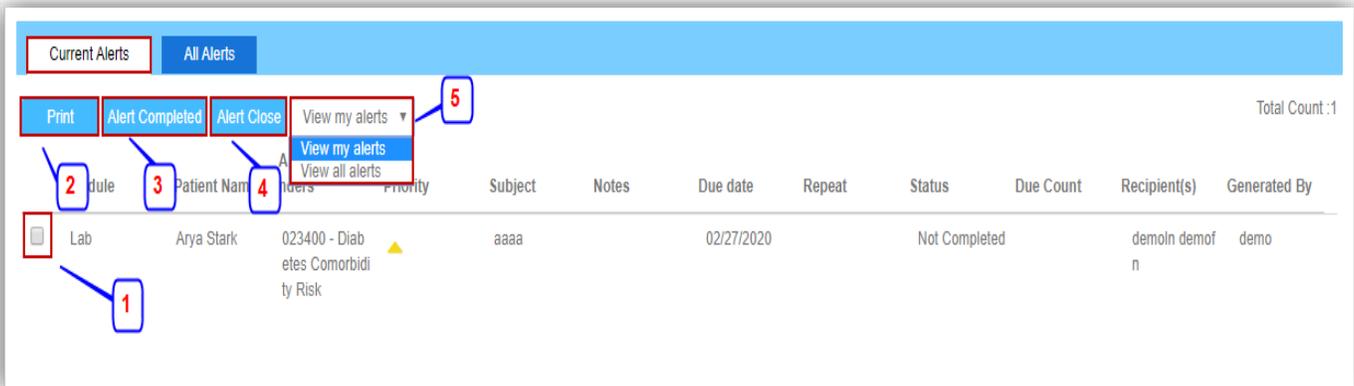
12. Click on '**Complete**' to complete the selected alert.

13. Click on '**Close**' to close the selected alert.

14. Filter the type of alert.

**Note:** To view all alerts select on the '**View All**' tab.

- User Specific Alert for the current date will be displayed on the Home Page under '**Current Alerts**' as shown in below Image;

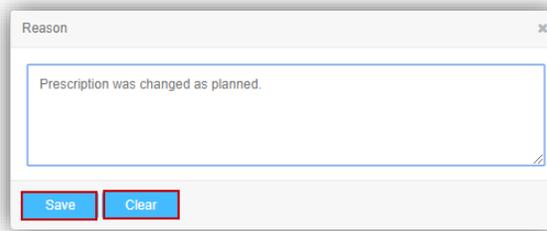


The screenshot shows the 'Current Alerts' tab selected. The interface includes a table of alerts and a set of action buttons. Numbered callouts indicate the following steps:

- 1: Select the alert row (checkbox).
- 2: Click on the 'Print' button.
- 3: Click on the 'Alert Completed' button.
- 4: Click on the 'Alert Close' button.
- 5: Click on the 'View my alerts' dropdown menu.

Print	Alert Completed	Alert Close	View my alerts	Total Count : 1							
1	2	3	4	5							
Alerts	Due	Patient Name	Priority	Subject	Notes	Due date	Repeat	Status	Due Count	Recipient(s)	Generated By
<input type="checkbox"/>	Lab	Arya Stark	023400 - Diabetes Comorbidity Risk	▲	aaaa	02/27/2020		Not Completed		demoin demof n	demo

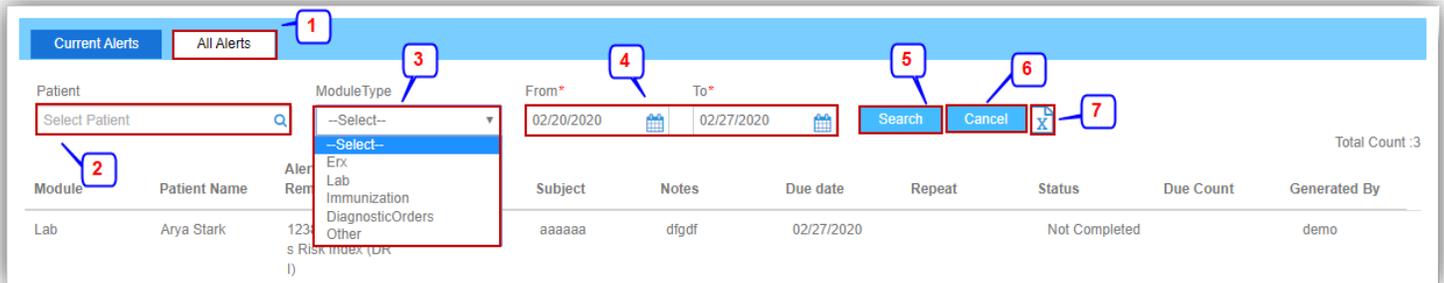
- Select the Alert.
- Click on '**Print**' to print the selected alert.
- Click on '**Alert Completed**' to complete the selected alert.
- Click on '**Alert Close**' to close the selected alert.  
User has to write a note while closing the alert.



5. Click on '**View my alerts**' to see default provider's alerts.

**Note:** - '**View all alerts**' will reflect all the alerts created by the user and for the user where current date is due date.

- All Alerts will be displayed on the Home Page under '**All Alerts**' as shown in below screen;



1. Click on '**All alerts**'.
2. Click on '**patient**' to select a patient.
3. Click on '**Module type**' to select a module type from drop down list.
4. Select a date range to see the alerts
5. Click on '**search**' to search the filtered fields.
6. Click on '**cancel**' to cancel the selected fields.
7. Click on  to export the result in excel.