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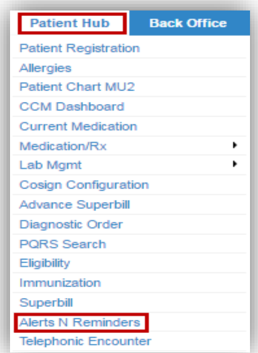
GeeseMed Alerts & Reminders Manual-2020

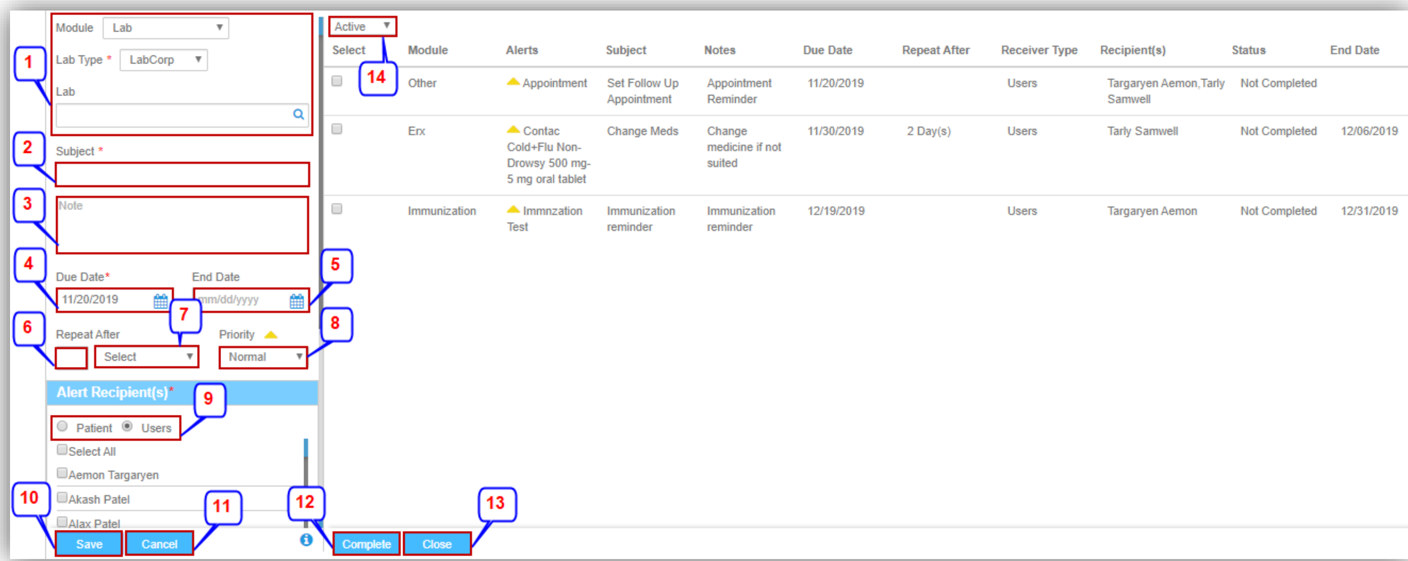
v7.0.25

Alerts N Reminders

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



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



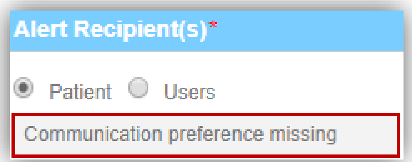
1. Select the type of the module and enter the details accordingly.
2. Enter the Subject.
3. Enter the Note.
4. Select the Due Date.
5. Enter the End Date.

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'**,

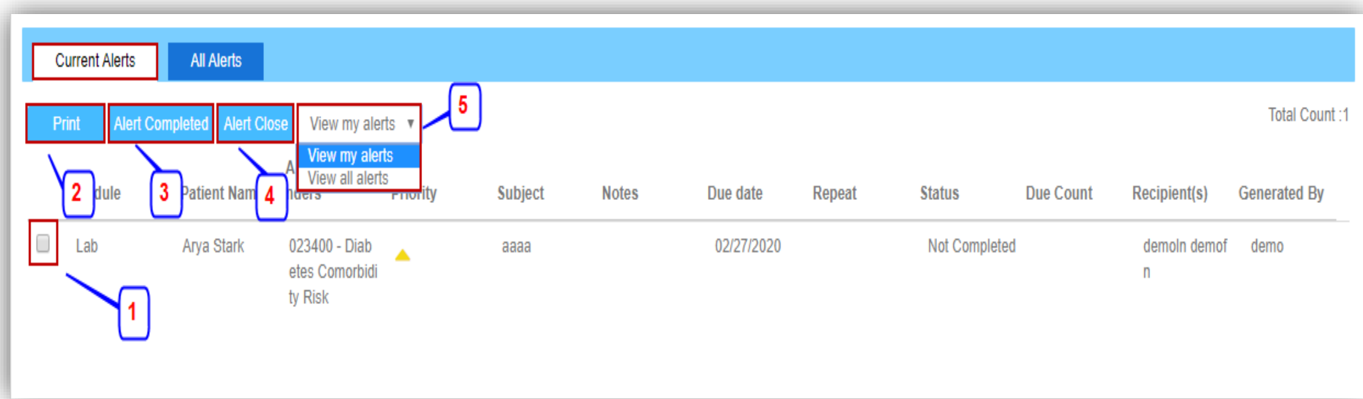


The user needs to select **'Communication Preference'** from '**Patient Hub>>Patient Registration'.**

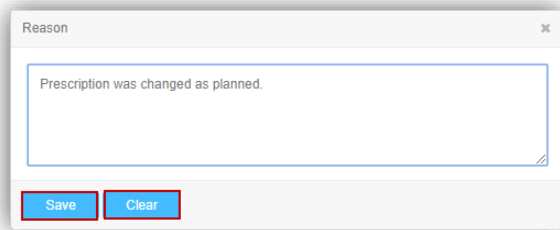
10. Click on **'Save'** to save the alert.
11. Click on **'Cancel'** to cancel the alert.
12. Click on **'Complete'** to complete the selected alert.
13. Click on **'Close'** to close the selected alert.
14. Filter the type of alert.

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;

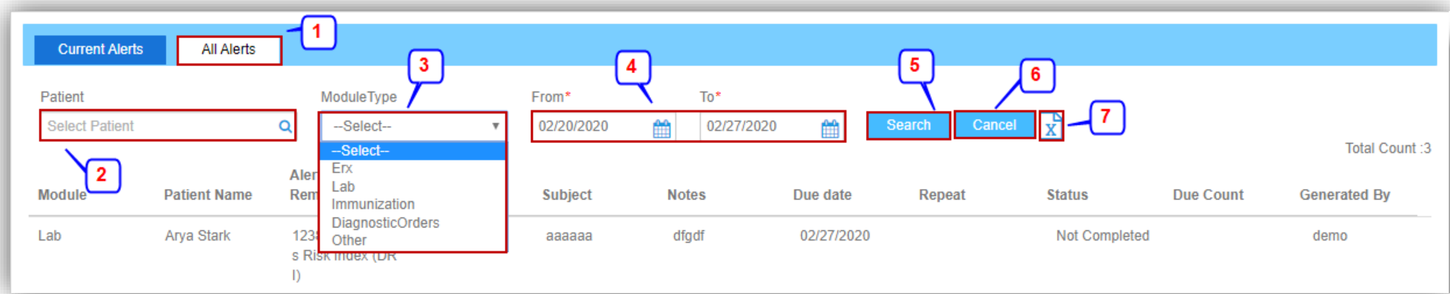


1. Select the Alert.
2. Click on **'Print'** to print the selected alert.
3. Click on **'Alert Completed'** to complete the selected alert.
4. Click on **'Alert Close'** to close the selected alert.
   User has to write a note while closing the alert.



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 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.