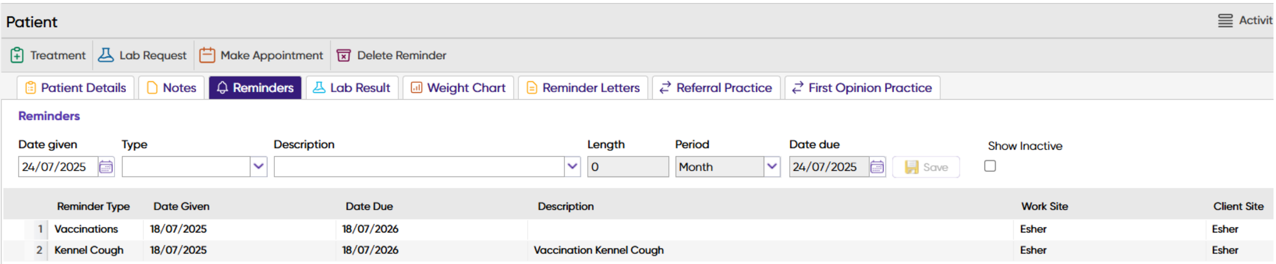
Viewing an Individuals Patient Reminders

24/07/2025 2:15 pm BST

Viewing an Individual Patient's Reminders

1. Search for and select a client and patient.
2. Select the 'Patient Details' button
3. Select the 'Reminders' tab, which will take you to the patient's Reminders screen



Edit a Patient Reminder

Follow the steps above for adding a reminder. Creating a reminder with the same reminder type will override the previous entry (as you can only have one current and active reminder per Reminder Type).

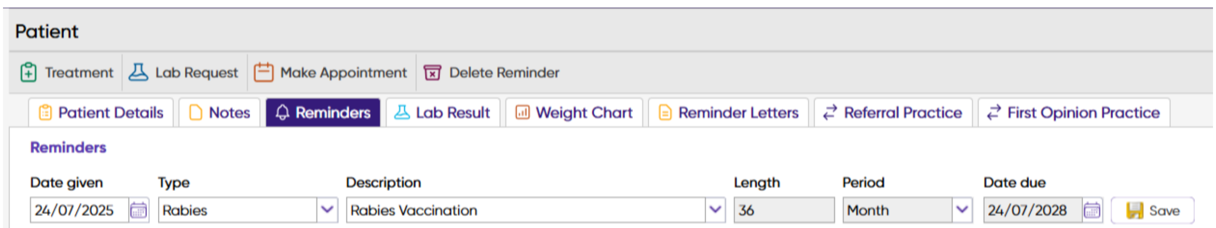
Delete a Patient Reminder

1. Click on the row in the Reminders tab.
2. Select the 'Delete Reminder' button.
3. A prompt will appear asking if you are sure you want to delete, selectYes or No.

Manually Add a Reminder

It is also possible to manually add a reminder to a patient.

1. Navigate to their 'Patient Details' screen.
2. Select the 'Reminders' tab.



3. Select the 'Date given' to choose the date the item/service was dispensed.
4. Select the 'Reminder Type'.
5. Click on the description drop down and choose the item or service.
6. The Length and Period is preset based on the treatment item selected.

7. The Date due is calculated.
8. Select 'Save'

This reminder will now be viewable in the patient summary bar and will be included in any manual or automatic reminder runs when due.