

# Internal Messaging / Notes

Internal messaging tools enable caregivers, nurses, and administrators to coordinate patient care, share vital information, and manage schedules efficiently.

## Internal Messaging

The Internal Messaging option is used to send internal messages from the patient to the employee. The user has to click +Add New Message option to send the messages.

**Client >> List >> Select Patient from List >> Internal Messaging**

Message	Assignee	Status	Added By	Added Date	Action
erlelelet	Catts, Tanya	Open	Admin, Master	10/07/2023	

Select the Employee name and enter the message for the employee in the system. Click Save option to send the message.

EDIT PATIENT - CLARK, SAMUEL 45Y 7M MALE / #3357951852 / LOCATION: N/A / STATUS: ACTIVE

Assignee\*

Message\*

Cancel Save

## Notes





The Notes Tab is used to update the internal notes for the patient in the system. Click +Add Note option to enter the notes.

**Client >> List >> Select Patient from List >> Notes**

EDIT PATIENT – CLARK, SAMUEL 45Y 7M MALE / #3357951852 / LOCATION: N/A / STATUS: ACTIVE

Patient Details
Documents
Billing/Prior Authorization
Care Plan
Calendar
Block Employees
Internal Messaging
Notes

+ Add Note

Note	Added By	Category	Added Date	Action
reports	Master Admin		10/10/2023	 
documents	Master Admin		10/10/2023	 

Now, update the notes for the patient and click Save option.

EDIT PATIENT – CLARK, SAMUEL 45Y 7M MALE / #3357951852 / LOCATION: N/A / STATUS: ACTIVE

Patient Details
Documents

reports

documents

Add Note

Role\*

PCA/CNA

Assignee\*

Assignee is required

Category

Category is required

IsPrivate

☒

Note\*

Note

+ Add Note Sentence







Cancel

Save

Click Delete option under Actions in the system to Delete the Notes.

Patient Details
Documents
Billing/Prior Authorization
Care Plan
Calendar
Block Employees
Internal Messaging
Notes

+ Add Note

Note	Added By	Category	Added Date	Action
reports	Master Admin		10/10/2023	 
documents	Master Admin		10/10/2023	 
notes	Master Admin		10/18/2023	 

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