

# 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**

The screenshot shows the 'Internal Messaging' tab selected in the top navigation bar. Below the tabs, there is a checkbox for 'Assigned to me only' and a green '+ Add New Message' button. A table displays the message history with the following data:

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

Showing 1 to 1 of 1 records

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

The screenshot shows the 'Add New Message' modal form overlaid on the Internal Messaging interface. The modal has a title bar with a close button (X). It contains the following fields:

- Assignee\***: A dropdown menu with the text 'Select Assignee'.
- Message\***: A text area for entering the message content.

At the bottom of the modal are two buttons: 'Cancel' (red) and 'Save' (green). The background interface shows the 'Internal Messaging' tab and a table with one record.

## 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

Cancel
Save

+ Add Note Sentence

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	

Revision #1

Created 8 November 2023 17:11:55 by Thamarai

Updated 8 November 2023 17:11:55 by Thamarai