

# 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 one message record:

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

Below the table, it says '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. At the top, it says 'EDIT PATIENT - CLARK, SAMUEL 45Y 7M MALE / #3357951852 / LOCATION: N/A / STATUS: ACTIVE'. The modal has a close button (X) in the top right corner. Inside the modal, there is a dropdown menu for 'Assignee\*' with the text 'Select Assignee'. Below it is a text area for 'Message\*'. At the bottom of the modal, there are two buttons: 'Cancel' (red) and 'Save' (green). In the background, the 'Internal Messaging' tab is visible, showing the same table as in the previous screenshot.

## 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**

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.

Patient  
Details

Documents

reports

documents

### Add Note

Role\* PCA/CNA

Assignee\* Assignee is required

Category

Category is required

IsPrivate ☒

+ Add Note Sentence

Note\*

Note

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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