

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 a patient's record. A table displays one message record:

Message	Assignee	Status	Added By	Added Date	Action
erteletelet	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 patient record. The form 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 'Cancel' and 'Save' buttons. The background shows the patient record for CLARK, SAMUEL with a status of ACTIVE.

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.

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

Patient Details

Documents

reports

documents

Add Note

Role*

Category

Assignee*

isPrivate

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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