

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	 

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 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.
- Buttons**: 'Cancel' (red) and 'Save' (green) buttons at the bottom.

The background interface shows the 'EDIT PATIENT - CLARK, SAMUEL' header and the 'Internal Messaging' tab.

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 ☒

+ Add Note Sentence

Note*

Note

Cancel

Save

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

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+ 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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