

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 ☒

+ Add Note Sentence

Note*

Note

Cancel

Save

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

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Documents

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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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