

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. The table has columns for Message, Assignee, Status, Added By, Added Date, and Action. The message content is 'erleleletet', assigned to 'Catts, Tanya', with a status of 'Open' (indicated by a red pill). It was added by 'Admin, Master' on '10/07/2023'. The action column contains icons for edit and delete. A '+ Add New Message' button is in the top right. A checkbox 'Assigned to me only' is in the top left. Below the table, it says 'Showing 1 to 1 of 1 records'.

Message	Assignee	Status	Added By	Added Date	Action
erleleletet	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.

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 title 'Add New Message' and a close button (X). It contains two fields: 'Assignee*' with a dropdown menu showing 'Select Assignee', and 'Message*' with a text area. At the bottom are 'Cancel' and 'Save' buttons. In the background, the 'Internal Messaging' table is visible, showing the same message record 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

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

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	

Revision #1

Created 22 November 2023 19:33:29 by Thamarai

Updated 22 November 2023 19:33:29 by Thamarai