

POPUP NOTES IN BEST PRACTICE

How to add an appointment note to a patients file In Best Practice

Step 1

From the appointment book, right click on the patient and click on Patient details.

Time	Dr Pulse Test 20/10/2023
7:45 am	
8:00 am	
8:15 am	
8:30 am	Pulse Test
8:45 am	
9:00 am	
9:15 am	
9:30 am	
9:45 am	
10:00 am	
10:15 am	
10:30 am	
10:45 am	
11:00 am	

Arrived

New appointment

Edit appointment

Cancel appointment

Move appointment

Change status

Create account

Patient details

Step 3

Now anytime the patient has an appointment made for them or if their appointment is double clicked on the message will appear.

This is how the message appears when double clicking or making an appointment.

Appointment length:
15mins

☐ Urgent

Booked on 20/10/2023 by:
Mr I. FeelingBad
Mr R. Reception
Dr P. Test
Dr J. Urquhart
Online

**This patient is overdue for BP Check on 30/12/2016.
Patient uses a communication device**

☐ Recurrent appointment
☐ Add to waiting list for cancellation
☐ Will see any provider for cancellation
☐ Send reminder

20/10/2023

Save changes Cancel

This popup appears AFTER making an appointment for the patient

Step 2

In the Appointment notes box, enter the message you want to appear then click save.

for example, 'Patient waits in car until appointment time', 'Call patient to remind them of appointment the day before'

piry: 20/10/2023

Conditions

8

☐ Drs only

18/04/2016

Contact Notes Comms Consent

SMS: Not Enabled

No photo

General notes:

Appointment notes:
Patient uses a communication device

New appointment

i

Patient uses a communication device

OK