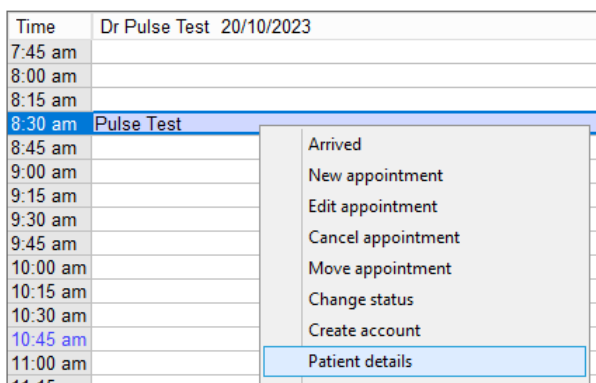


POPUP NOTES IN BEST PRACTICE

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

Step 1

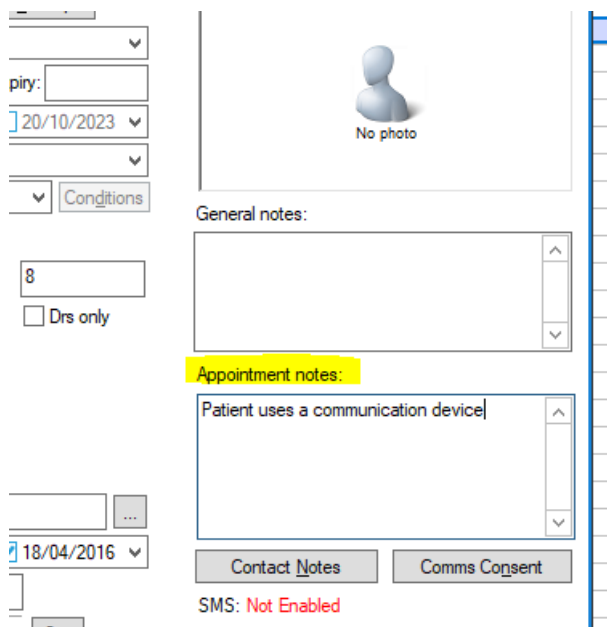
From the appointment book, right click on the patient and click on Patient details.



Step 2

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

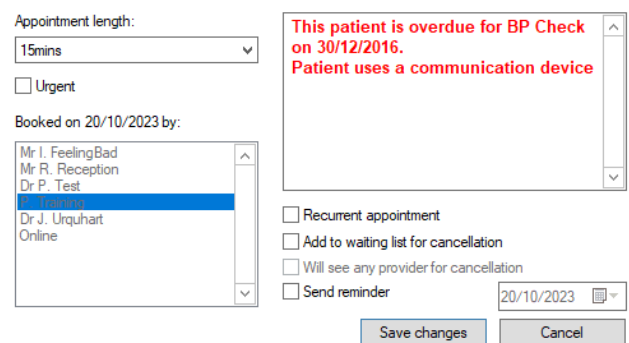
for example, 'Patient waits in car until appointment time', 'Call patient to remind them of appointment the day before'



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.



This popup appears AFTER making an appointment for the patient

