

# POPUP NOTES IN MEDICAL DIRECTOR

## How to add an appointment note to a patients file In Pracsoft

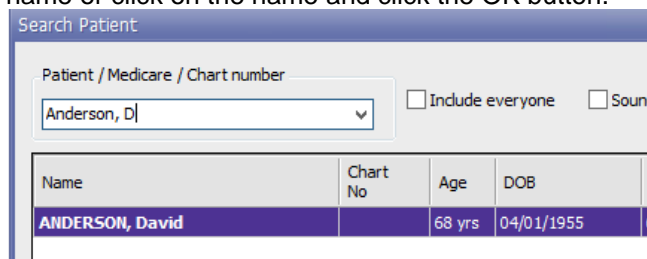
### Step 1

Click on the magnifying glass to open the search menu, or press the F2 key



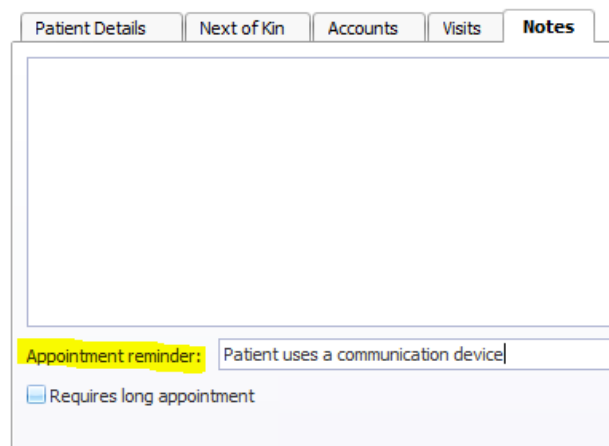
### Step 2

Type in the patients name and double click on the name or click on the name and click the OK button.



### Step 3

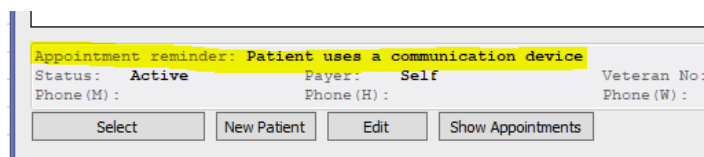
Once the patients details open, click on the notes tab, enter the appropriate appointment reminder and click save.



Any text you want can be entered as an appointment reminder, for example, 'Patient waits in car until appointment time', 'Call patient to remind them of appointment the day before'

### Step 4

The appointment reminder that was entered will show up at the bottom of the patient selection window



This popup appears AFTER making an appointment for the patient

