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.

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Chart No	Age	DOB	
	68 yrs	04/01/1955	1
	Chart No	Chart No 68 yrs	Chart Age DOB 68 yrs 04/01/1955

Step 3

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

Patient Details	Next of Kin	Accounts	Visits	Notes	
Appointment reminde	r: Patient use	s a communica	ition device		
Requires long appointment					

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

	L	
•	Appointment reminder: Patient uses a communic Status: Active Payer: Self Phone(M): Phone(H): Phone(H):	vation device Veteran No: Phone(W):
	Select New Patient Edit St	now Appointments

This popup appears AFTER making an appointment for the patient

Appointment Notes	×
Details	
Patient:	
Mr DavidANDERSON	
Notes:	
Patient uses a communication device	
This patient requires long appointments.	<u></u>
	Close