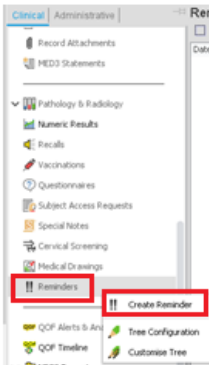


SystemOne - Reminders

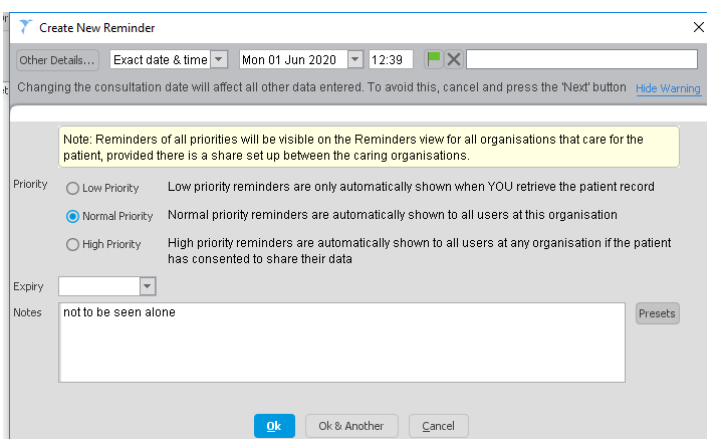
Reminders allow you to set a message that is displayed on the Patient Home view whenever the patient record is retrieved. Reminders are also displayed on the Reminders view in the patient record.

Create a Reminder

1. To add a reminder, right click on the **Reminders** node in the Clinical Tree and select **Create Reminder**.



2. Select a **Priority** and an **Expiry** date if required.



Other Details... Exact date & time Mon 01 Jun 2020 12:39

Changing the consultation date will affect all other data entered. To avoid this, cancel and press the 'Next' button [Hide Warning](#)

Note: Reminders of all priorities will be visible on the Reminders view for all organisations that care for the patient, provided there is a share set up between the caring organisations.

Priority Low Priority Low priority reminders are only automatically shown when YOU retrieve the patient record
 Normal Priority Normal priority reminders are automatically shown to all users at this organisation
 High Priority High priority reminders are automatically shown to all users at any organisation if the patient has consented to share their data

Expiry

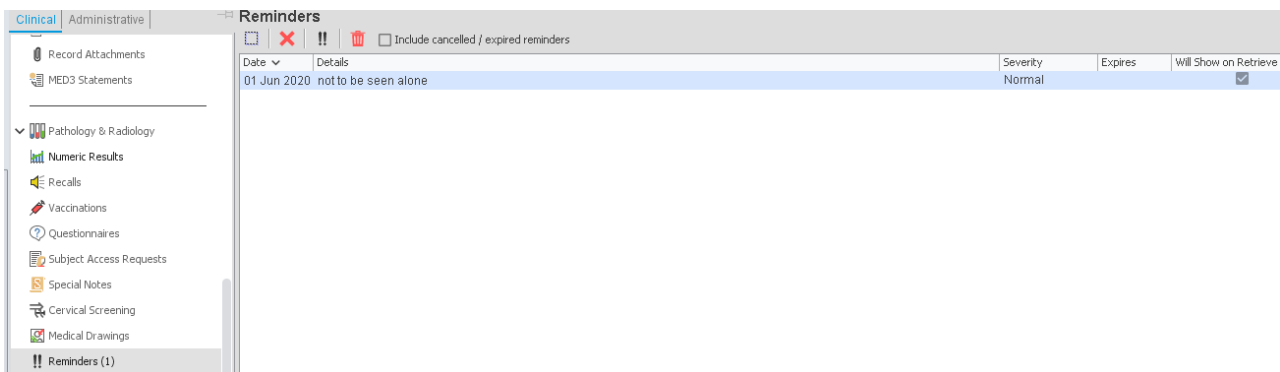
Notes Presets

Ok Ok & Another Cancel

3. Add **Notes** to enter text required, or use **Presets** to select previously entered text. For example Needs a female chaperone or Check contact details.
4. Click **Ok**.

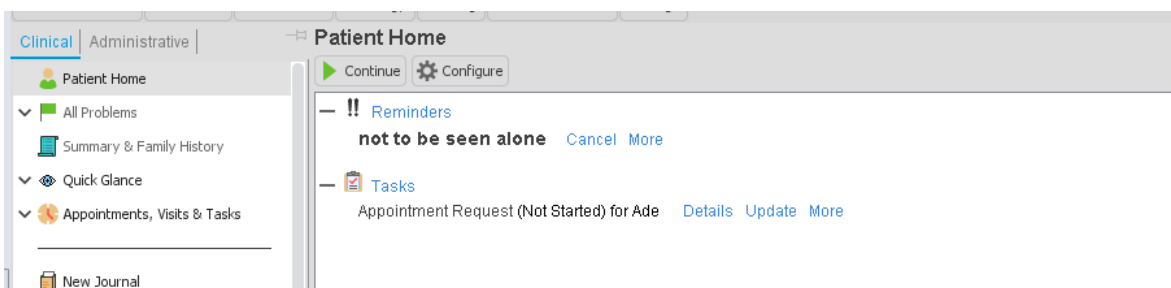
5. **Save** the record.

6. The Reminder is shown either when clicked on the Reminders node



or

on the Patient Home node.



Delete a Reminder

7. To delete the Reminder, right click on the Reminder node and select Cancel (or Cancel from the Patient Home node). Mark In Error can be used if this is more applicable.

