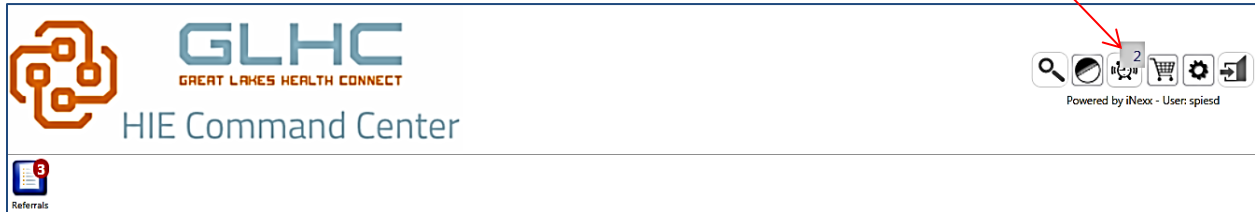




Reminders


The Reminder's feature allows users in a practice to create/manage practice level reminders that display across all users of the same practice (node). The feature can be accessed by clicking on the Clock icon displayed in the Header.



The number of overdue reminders display on top of the icon with a gray background. (see below)

Note: There are no other warnings until the reminder is past the due date and time).



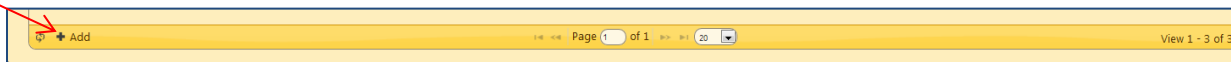
Selecting the Clock icon () displays the Reminder's dialog that allows you to create/manage reminders.

The worklist will display any existing reminders.

Reminders					
3 Reminders found					
	Title	Priority	Category	Created	Due Date
1	Contact Northside Medical	High	Signed Reports	02/26/13 02:43 PM	02/27/13 12:00 AM
2	Office Supplies	Medium	Admin	02/26/13 02:41 PM	03/01/13 12:00 AM
3	Check Cancelled referrals	Medium	worklist	02/21/13 08:49 AM	02/28/13 02:30 PM

Adding a Reminder

Click the Add button to add a new reminder.



The following screen displays when adding a reminder. *The screen will not include typed information.*

New Generic Reminder

Title:

Description:

Category:

Notes:

Able to provide more information about the reminder which does not display in the reminders section

Priority:

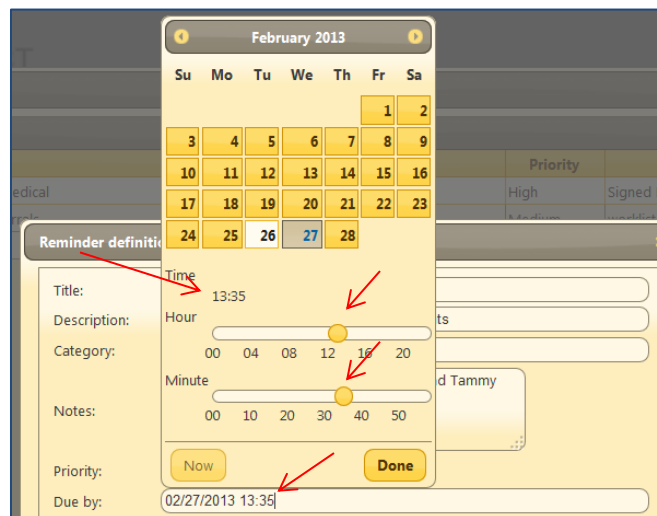
Due by:

Set Reminder

Each section is sortable once saved:

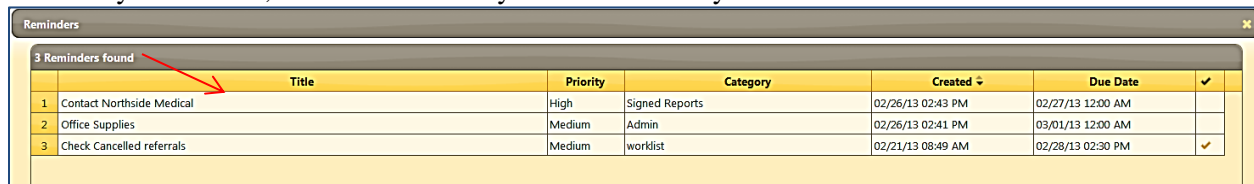
Item	Options	Description
Title	Mandatory – Free Text	Provides a brief subject title for the reminder
Description	Optional – Free Text	Enter further detail regarding the title
Category	Mandatory – Free Text	Allows you to categorize reminders
Notes	Optional – Free Text	Enter more information regarding the reminder
Priority	Optional – Drop Down	Provides ability to prioritize the reminder into 3 categories, High/Medium/Low
Due by	Mandatory - Calendar	Select the due date/time for the reminder
Set Reminder	Mandatory	Saves the reminder by selecting the button

Note: the “Due by” time is in **Military Time**, but will display in **Standard Time** once the reminder has been saved.



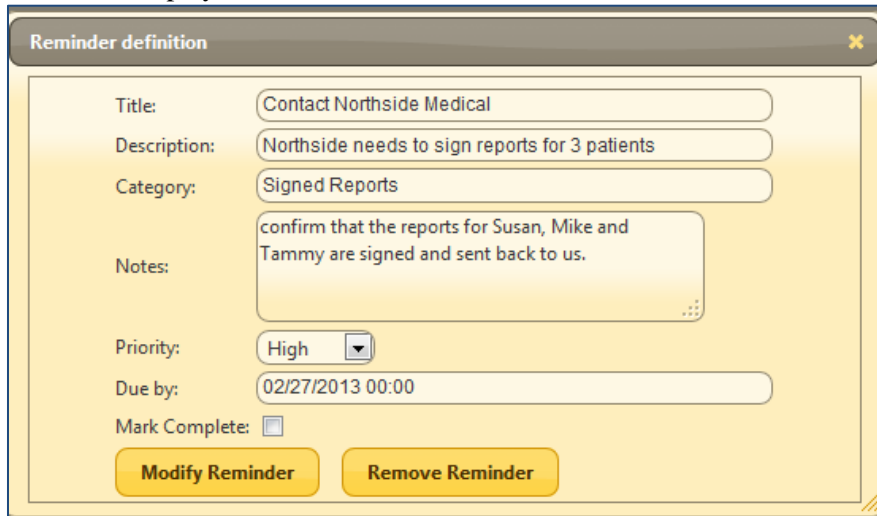
Once set, the reminder will be added to the list.

To modify a reminder, select the one that you want to modify

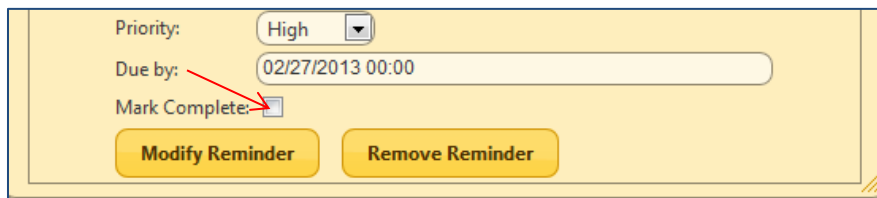


Reminders					
3 Reminders found					
	Title	Priority	Category	Created	Due Date
1	Contact Northside Medical	High	Signed Reports	02/26/13 02:43 PM	02/27/13 12:00 AM
2	Office Supplies	Medium	Admin	02/26/13 02:41 PM	03/01/13 12:00 AM
3	Check Cancelled referrals	Medium	worklist	02/21/13 08:49 AM	02/28/13 02:30 PM

The following screen will display:

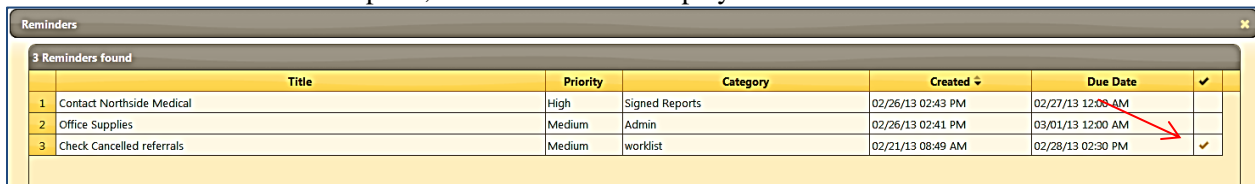


You can modify the contents of the reminder, including the due date. You can also mark the reminder as Complete:



Once modifications are made, select “**Modify Reminder**” or select “**Remove Reminder**” to delete the reminder from the list.

If the reminder is marked Complete, the reminder will display a checkmark in the last column



	Title	Priority	Category	Created	Due Date	✓
1	Contact Northside Medical	High	Signed Reports	02/26/13 02:43 PM	02/27/13 12:00 AM	
2	Office Supplies	Medium	Admin	02/26/13 02:41 PM	03/01/13 12:00 AM	
3	Check Cancelled referrals	Medium	worklist	02/21/13 08:49 AM	02/28/13 02:30 PM	✓