

TXT2Remind Version Number:	4.0
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TXT2Remind 4.0

Outbox Documents

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1 Introduction

This document outlines the steps involved in setting up a MedTech32 outbox document template according to the design specifications of TXT2Remind. Once the document is set up correctly, users in the practice can send mobile text-messages to the patients within MedTech32 with the ability of having the messages file against the patient notes.

2 Creating a TXT2Remind Outbox Document

To be able to send a text message from your outbox document you first need to set up a document in the Document Designer within your MedTech32 system. This document will be of type Text (T) as opposed to traditional letter based documents.

a. Go to Setup, In/Out box, Out Box Document



b. Click on the "Add a New Document" icon.

😌 Document 👝 😐 💌							
Code	Description		*				
#MDC	Medication Card						
#PTO	Patient Transfer-Out						
4-5Y	Prior School Imm						
ACOD	Account overdue						
AKREF	Ak Hospital Referral						
АМ	Annual Exam Recall						
CONTMP	Consult Template						
CX	Cx Recall						
CXA	Cx Recall prior ABN						
FPA	Family Planning						
HESREG	HES Registation doc						
			Ŧ				
•		۴					



c. When the Document Designer box pops up, fill in the fields in red. Ensure the Code and Description has a prefix of TXT. This will distinguish the difference between a hard copy document and a Text document, it will also make it much easier to locate. Choose the TXT2Remind (TXT) folder and select Text (T) for the Format.

Ocument Designer				×
TXT Cervical Smear (TXTCX)				
Main Document Audit				
Details Code: TXTCX	🕅 External Referral		BØ <u>W</u> ord	
Description: TXT Cervical Smear Folder: TXT2Remind (TXT)				
Format: Text (T)				
Referral Type:	<u></u>			
Cost:				
Printing Details Paper Size: A5 Paper (A5)				
☐ Print Landscape ☐ Print Logo	Reserved Lines for Pre-Printed Footer:			
		<u>0</u> K	<u>C</u> ancel	<u>H</u> elp

E.g. for Cervical Smear recalls, enter the Code as: **TXTCX** and the Description as: **TXT Cervical Smear**

d. Click on Document tab and type your message. Use the "Insert" button to insert merge fields that will personalize the message.

Document Designer	
TXT Cervical Screen (TXTCX)	
Main Document Audit	
MS Sans Serif	<u>P</u> gBrk
······································	6 7
Hi [PAT_FIRSTNAME], you are due for your Cervical Smear. Please call	
Thank you	
Hi [PAT_FIRSTNAME], you are due for your Cervical Smear. Please call [LOC_NAME] on 09 526 1234 to arrange an appointment. Pls don't reply to TXT. Thank you	6 7

Note: You can only have 160 characters per text message

e. Click on the OK button to finish.



3 Sending a Text from Outbox Document

Once an outbox document is created in your patient management system, you can now send messages to one patient at a time within the patient manager screen as outlined in this section.

a. Ensure that you have a patient on the palette. In the example below we chose Mickey Mouse. Go to the patient manager screen (F6) within MedTech and click on Out Box > and the new document button:

۹	/ledTech-	-32 Vens	a Health										1 X
<u>E</u> i	e <u>E</u> dit .	<u>P</u> atient <u>N</u>	<u>d</u> odule Pa	atient <u>O</u> ut Box <u>R</u> eport	<u>T</u> ools <u>U</u>	tilities <u>S</u>	etup M <u>a</u> nageMy	Health C <u>o</u> nnected	Care <u>C</u> AT <u>W</u> indow	<u>H</u> elp			
	$\mathbb{N} \cong \mathbb{N} \boxtimes \mathbb{N} \boxtimes \mathbb{N} \boxtimes \mathbb{N} \cong \mathbb{N} \boxtimes \mathbb{N} \cong \mathbb{N} \boxtimes \mathbb{N} $												
	MOUSE Mickey (130292.1) 12344 Disney Land, 02108414156, 02040059122, 02108414156									s Male	JDR1234 Maori - NZ	DU SMKC PSMK 0.00	SFE / BD
	Patient Manager												
	Daily Rec	ord M	edications	Classifications Med	dical Warı	nings	Front Page Re	calls Screening					
	Contac	ots	Patient Tr	ansactions A/c H	Iolder Ac	count	Patient Task	s Forms					
	Accident	its 🔵 Uu	t Box	Inbox Clinical Temp	olate	History	Appointments	Immunisation					
	BB	1	H	All (*)		-							
6	「ck Date		Document	Subject	Folder	Prov	Classification	*					
	🗌 16 Ju	un 2014	TXTCVD	TXT CVDRA	TXT	SFE							
	🔲 16 М.	lay 2014	TXT	TXT Messages	TXT	SFE							
	🗖 16 M	ay 2014	TXTCVD	TXT CVDRA	TXT	SFE							
	🔲 16 М.	ay 2014	TXTCVR	TXT CVDRA	TXT	SFE							
	🗖 16 M	lay 2014	TXTCVD	TXT CVDRA	TXT	SFE							
	🗖 16 M	lay 2014	TXTCVD	TXT CVDRA	TXT	SFE							
	🗖 14 M	lay 2014	TXTCX	TXT Cervical Screen	TXT	SFE							
	🗖 <mark>14 М</mark>	lay 2014	TXT	TXT Messages	TXT	SFE							
	🗌 14 M	ay 2014	TXT	TXT Messages	TXT	SFE							
	🗖 15 Ap	pr 2014	TXTCVD	TXT CVDRA	TXT	SFE							
	🗖 15 Ap	pr 2014	TXTDSA	TXT Dr Status Alert	TXT	SFE							
								-					
					SUPPO	ORT05	SFE	Last Login: 08 Jul 2	014 04:32 PM			Training Database	1 (M)

b. A New Patient Document box will pop up. Select a TXT document from the dropdown options in the Document cell.

🚯 New Patient Document 📃 🗉 💌
Main More Audit Document Details
Document: IXI Cervical Screen (IXICX) To: Confidential Park Documen TXI ASR clean up (IXIASR) IXI Acct overdue (IXIO/D) IXI Acct overdue (IXIAPP) IXI Appt Reminder (IXIAPP) TXI Appt Reminder (IXICX) IXI CVDRA (IXICVR) IXI CVDRA (IXICVR) TXI Cervical Screen (IXICX) IXI Cervical Screen (IXICX)
Document Options Printer: TXT2Remind Provider: Sam Eaves (SFE) Copies: 1
Send To 🔻 💾 Print 🕌 Wizard 🔃 🖸 K 🛛 Cancel Help



c. The message will appear as below, changing the merge fields to the appropriate text. To send the text message press OK.

New Patient Document	- • •
Main More Audit	
Document Details	
Document: TXT Cervical Screen (TXTCX) 💌 To: 🔽 Confidential	Park Documen
Hi Mickey, you are due for your Cervical Smear. Please call Vensa Health on	
09 526 1234 to arrange an appointment. PIs don't reply to TXT. Thank you	
Document Options	
Printer: TXT2Remind Provider: Sam Eaves (SFE) Copies: 1	<u>G</u> o Dot
Send To 🔻 💾 Print 🕌 Wizard 🛛 🖳 Cance	* <u>H</u> elp

d. The text message will queue to your practice server where the TXT2Remind client will process it. Please note that by default TXT2Remind processes outbox documents every 5 minutes.

—— END —