## How to Send a Manual Email Reminder

There are two ways to send a manual email reminder to a patient provided a valid email address is on record and they have consented to contact.

i DEMO1, Demo

i DEMO2, Demo

i DEMO3, Demo

## Method 1:

Click the home button to return to your Dashboard.

Click 'Tasks'.

E WORKLIST
ITEMS FOR 10 SEP 2019 - 10 SEP 2019
TASKS
CUNICIAN 4 PATIENT
CONTACT A PATIENT
CONTACT A PATIENT
CONTACT A PATIENT

Gold

Gold

My Dashboard

Choose 'Patient Tasks'.

Click the mail icon next to the required patient and click 'Send Reminder Now'.

Alternatively, you can send emails to a group of patients by using the tick boxes on the left-hand side and clicking Action.

## Method 2:

Find the patient and click on their pathway to enter their patient record.

Click the 'Send Email' button and an email will be sent to the patient immediately.



WORKLIST < 10 SEP 2019 - 10 SEP 2019 >

Knee Pathway (Right)

Shoulder Pathway (Left

T + O Baseline Generic Pathway (Unknow

DEMO2, Demo GENDER: Unknown BORN: 01 Jan 1900 (119y) test@test.com No Other Pathways





0333 014 6363 | +44 (0)1905 673 014 Customer.support@amplitude-clinical.com

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