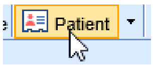
Patient Comment

Last Modified on 02/19/2025 12:51 pm EST

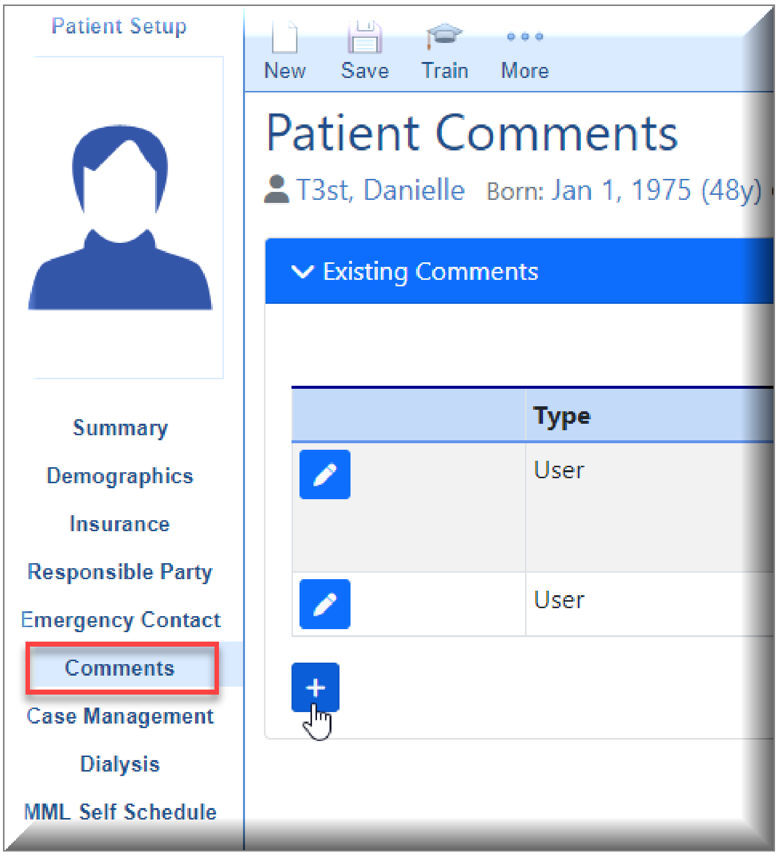
Patient Comments is a tool to add a comment that is viewable within the Patient Setup.

Add a Comment

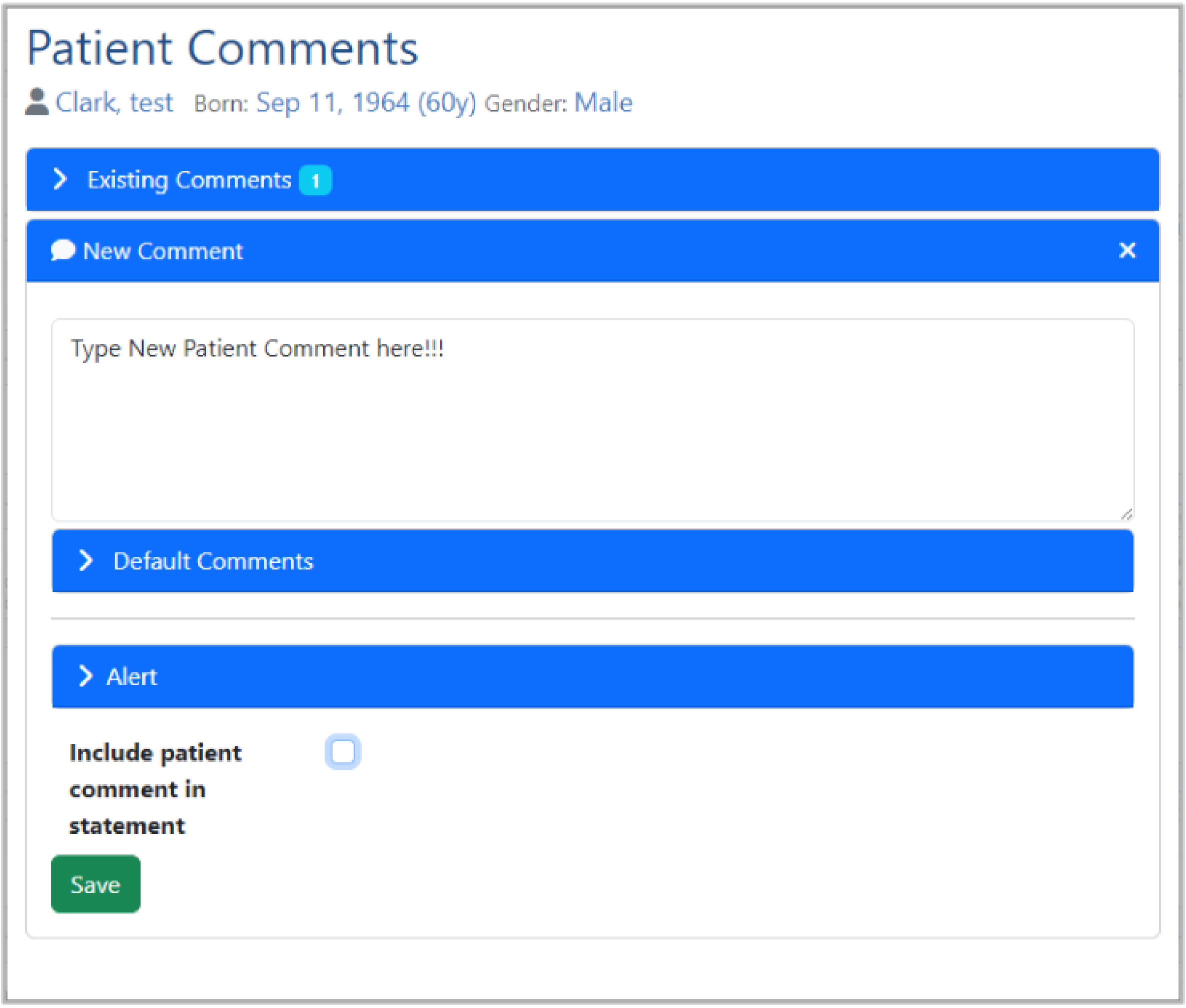
1. Open the **Patient Setup**



2. Select **Comments** from the left navigation menu then the "+" symbol at the bottom

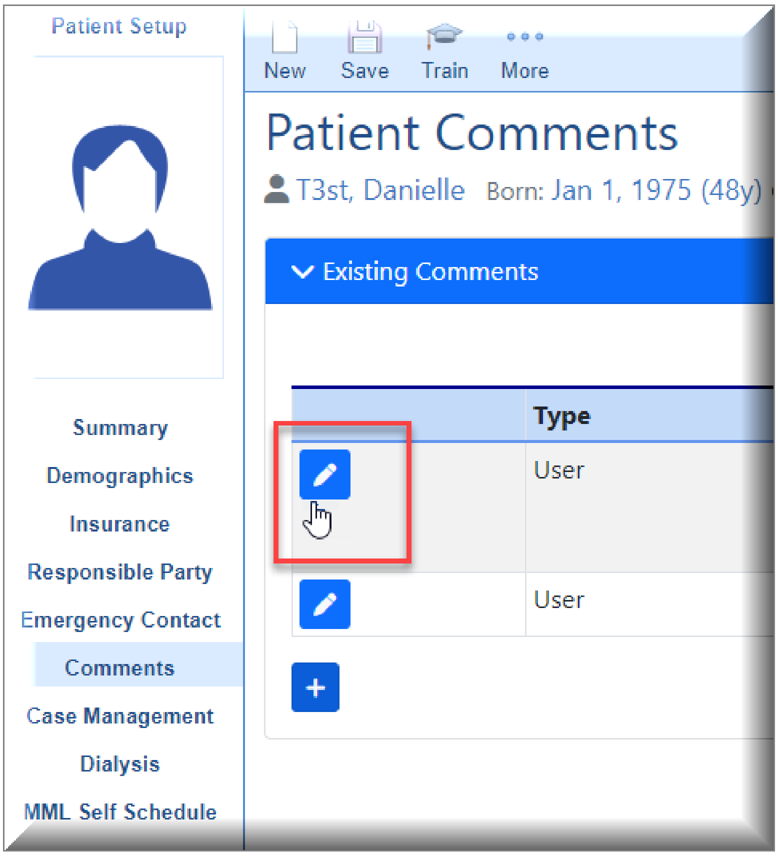


3. Type comment into the text area under **New Comment**
4. **Optional:** Check the ""*Include patient comment in statement*" box to allow the comment to be printed in the lower-left corner of the patient statement (above the footer section).
5. Click **Save**



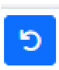
Edit a Comment

1. Edit Comments by selecting the pencil icon next to the Comment, edit text and click **Save**



Default Comments may be used by choosing Append or Replace buttons.

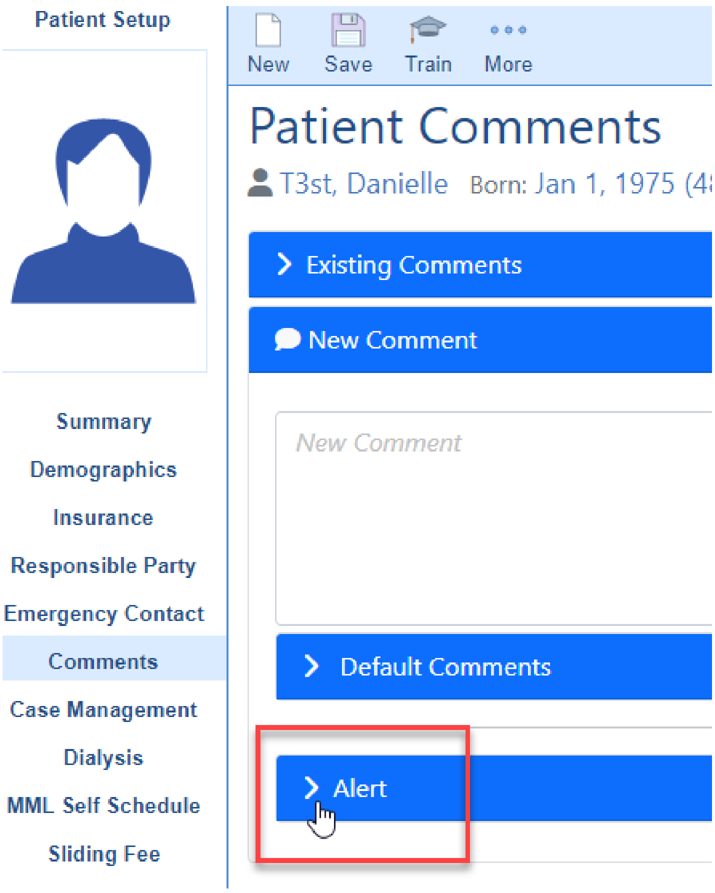
 Append this comment text to current comment This will add verbiage from Default Comment without replacing anything already typed into the Comment field and keeps Default Comments available.

 Replace comment with this comment text. This will replace anything already typed into the Comment field and collapse the Default Comments area.

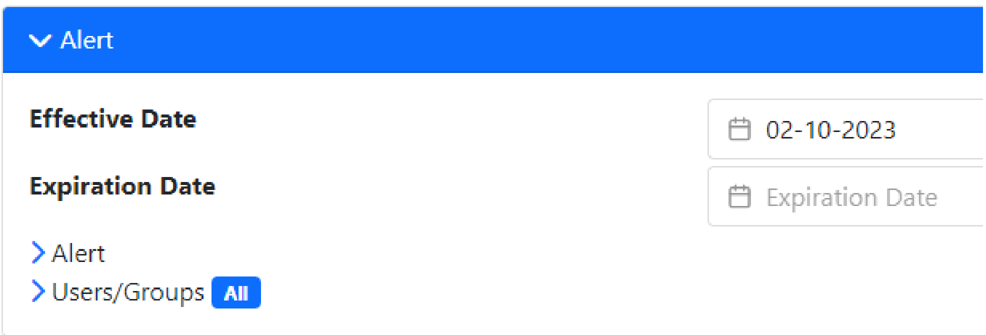
Add an Alert

Follow these steps to add an alert:

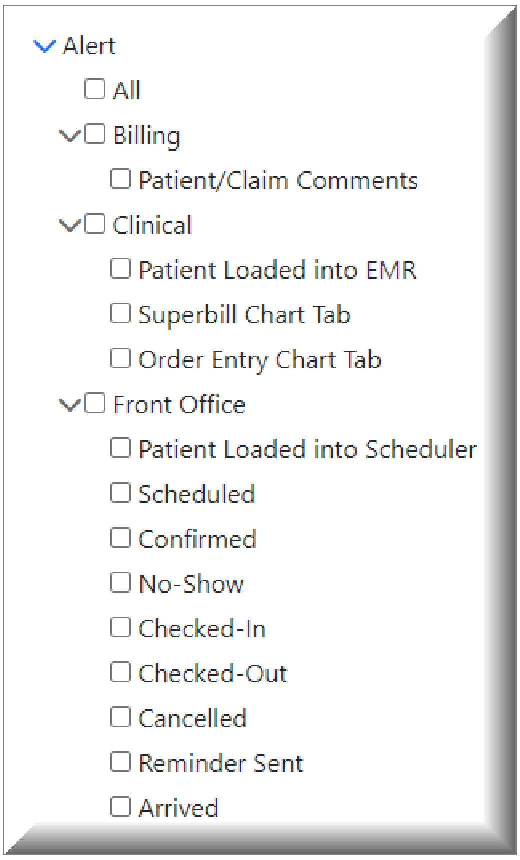
1. In the comments window, expand the **Alert** area.



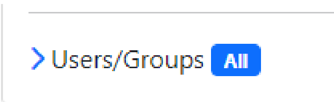
2. Set the **Effective Date** of the alert, and set the **Expiration Date** if needed. **Effective Date** is the first day the alert will be visible. **Expiration Date** is the date the alert will no longer be visible. These dates are important especially when using them for billing activity.



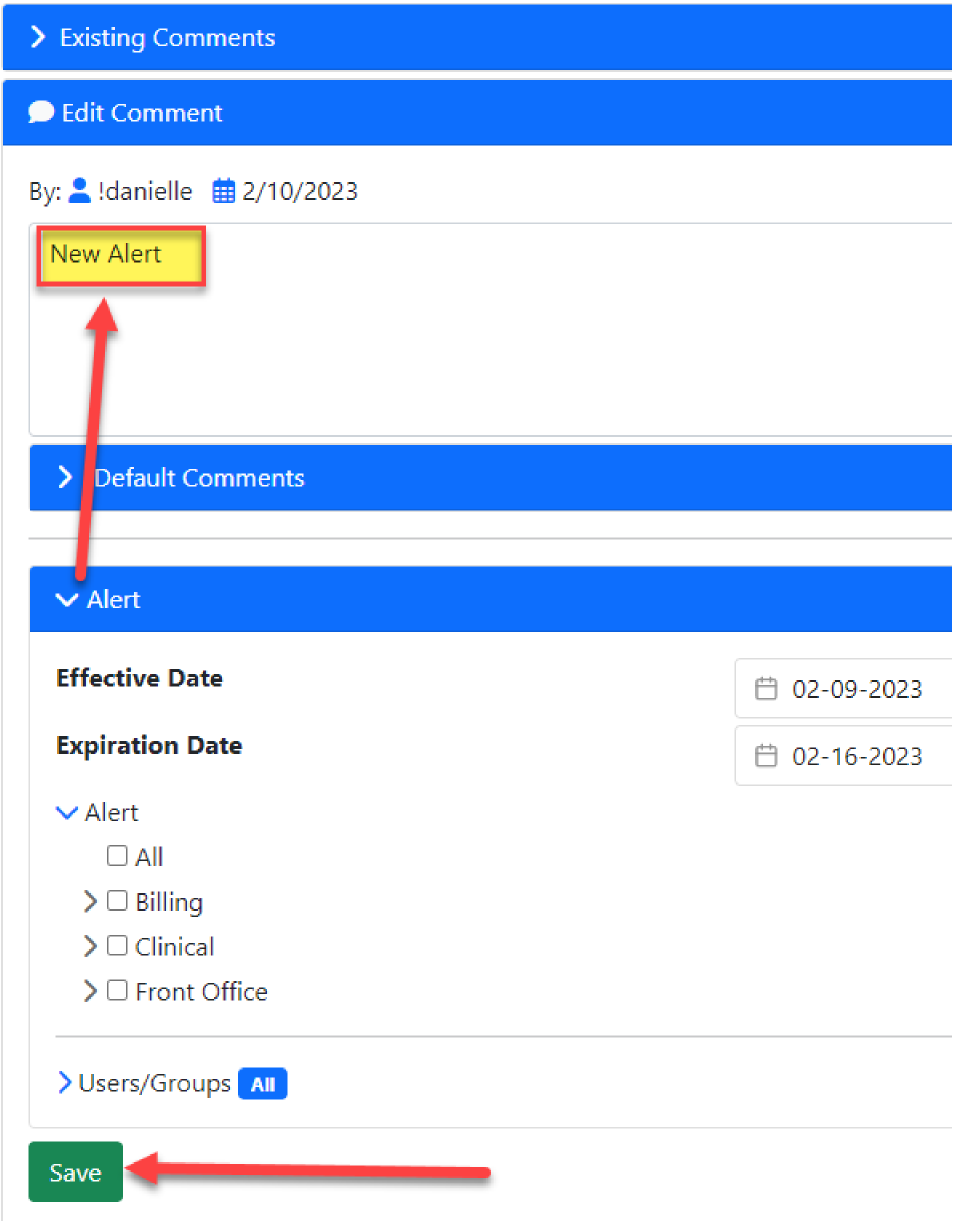
3. Select what type of alert you are creating. This tells the system when the alert should pop-up on the screen *(ex: When the patient is loaded in the EMR)*



4. If necessary, you can assign the alert to one or more users or user group. If the alert should pop-up for every user, then omit this step.



5. Finally, enter the alert message in the Comment box above Alert and select **Save**.


Existing Comments
Edit Comment
By: !danielle 2/10/2023
New Alert
Default Comments
Alert
Effective Date
02-09-2023
Expiration Date
02-16-2023
Alert
All
Billing
Clinical
Front Office
Users/Groups All
Save