TXT2Remind Version Number:	4.0
Document Date:	29/02/2016
Security Classification:	Premium Clients

My Practice Flu Vaccine Instructions

Sending out Flu Vaccine reminders via text

Copyright © 2016 Vensa Health Ltd. All rights reserved.
No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopy, recording or otherwise without the prior written permission of Vensa Health Limited.
This document is the property of Vensa Health Ltd.

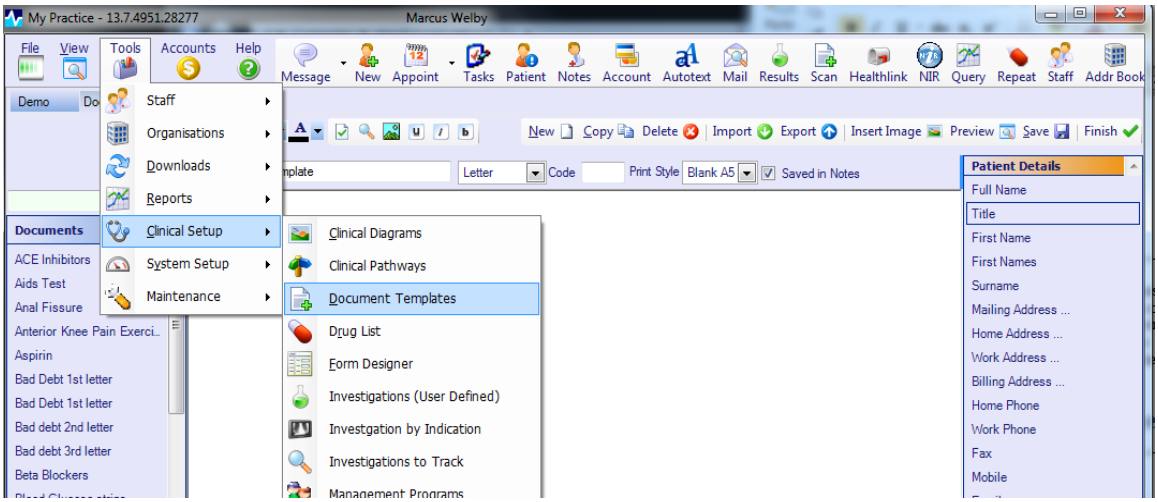
1 Introduction

This document outlines the steps involved in setting up an EZYTXT flu vaccine document template according to the design specifications of Vensa Health. Once the document is setup correctly, users in the practice can send a flu vaccine reminder mobile text-message to the patients within My Practice with the ability of having the messages file against the patient records.

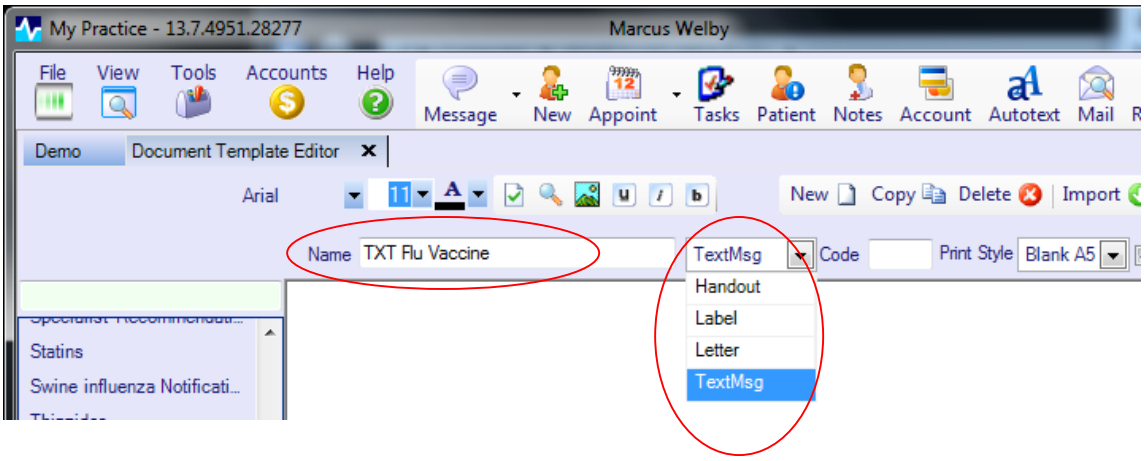
2 TXT2Remind Outbox Document Setup for Flu Vaccine

To be able to send a text message, you first need to set up a text template in Document Templates within MyPractice. This document will be of type text-message as opposed to traditional letter based documents.

a. Go to setup > Clinical Set Up > Document Template

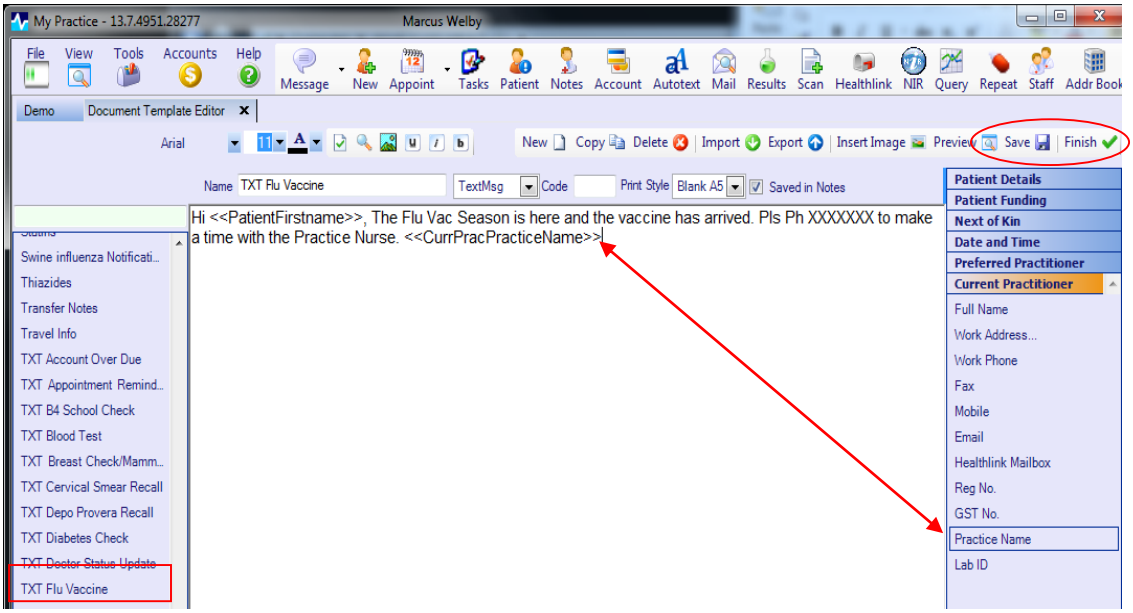


b. In the Name Field – Type in TXT Flu Vaccine and select TextMsg from the drop down menu. Its not mandatory to place a code but you can if you like for consistency.



E.g. for Flu vaccine recall you could make code your document: TXTFLU, Description: TXT Flu Recall

c. Type your text message (example below). Keep your message under 160 characters long. You can use the insert keys on the right hand side to personalize messages according to the patient.



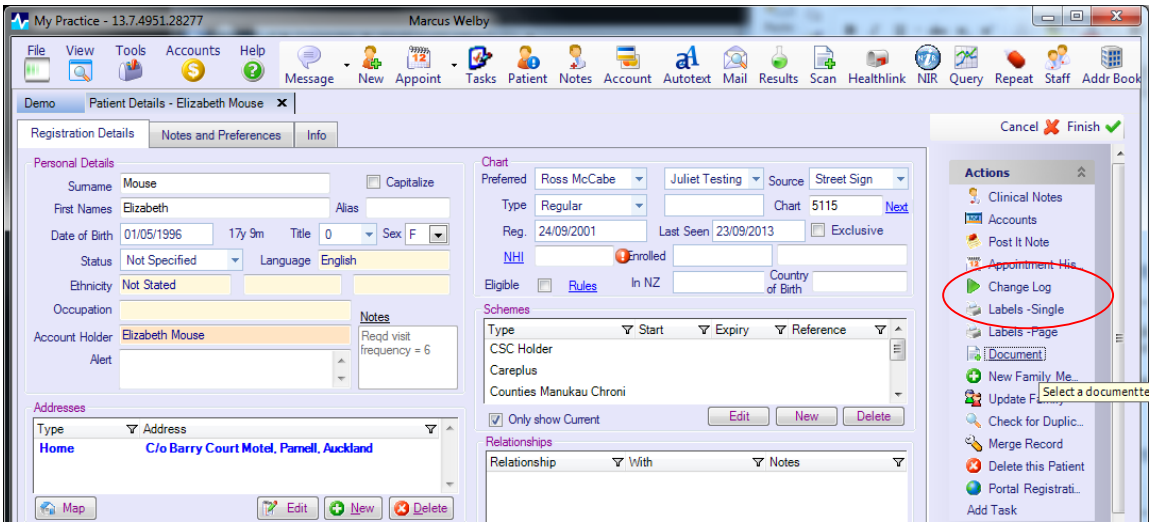
d. Save your document template; this will appear on the left hand side of the document templates and press finish. Now your document template is complete and ready for use.

Note: If your text exceeds 160 characters you will not be able to save the document. Please ensure consider the merge fields when creating your document template.

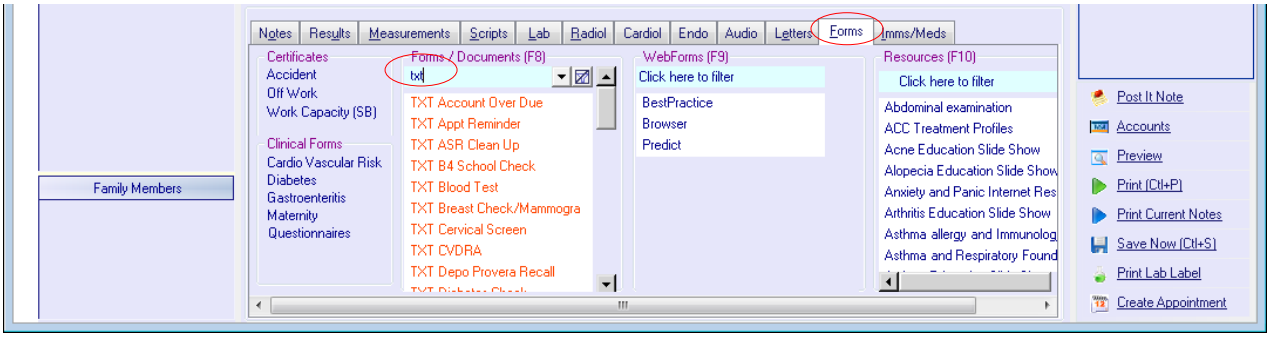
3 Sending an individual text for Flu Vaccine

Once a document template is created in My Practice, you can now send messages within a number of different screens, provided there is an action to use a document template. Below are a few examples of where you can send a text via the document template action.

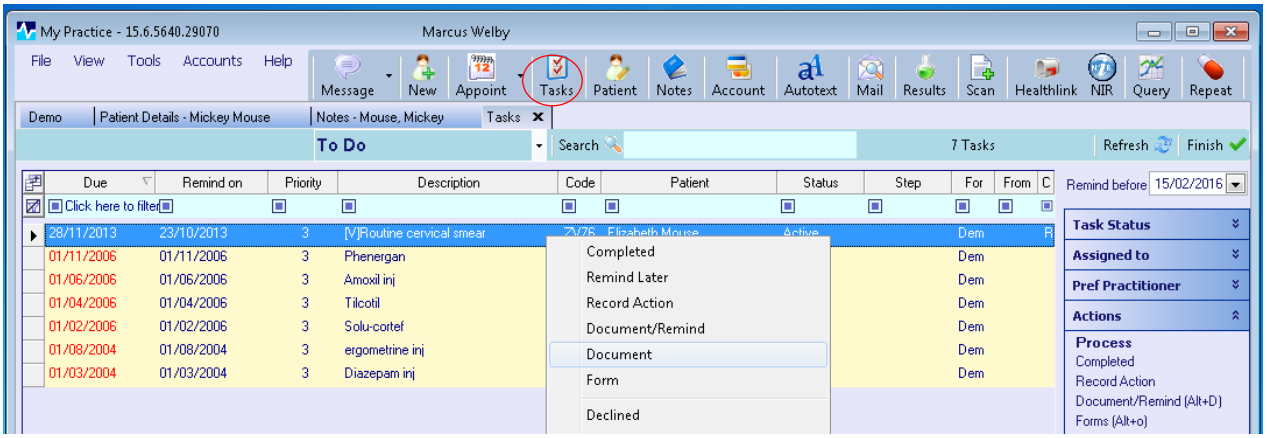
3.1 Registration Details



3.2 Clinical Notes



3.3 Tasks

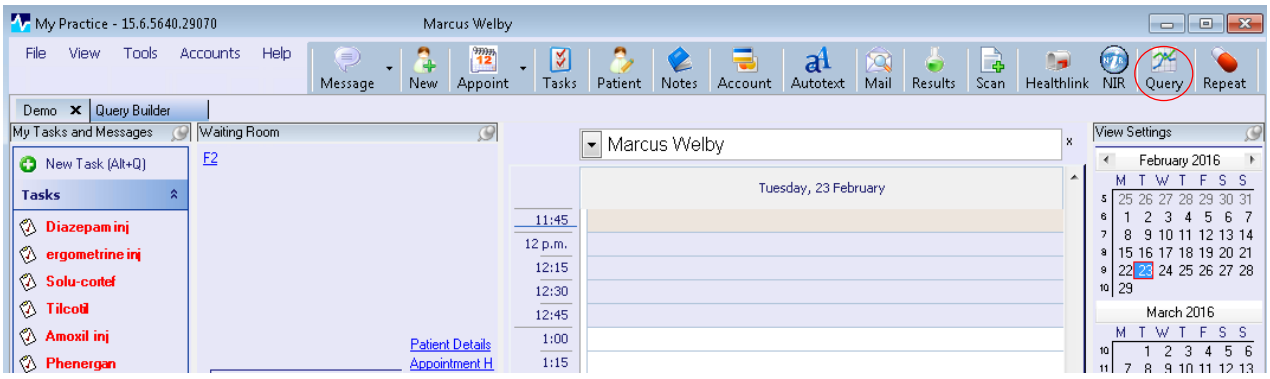


4 Sending a Mass Text through a Query for Flu Vaccine

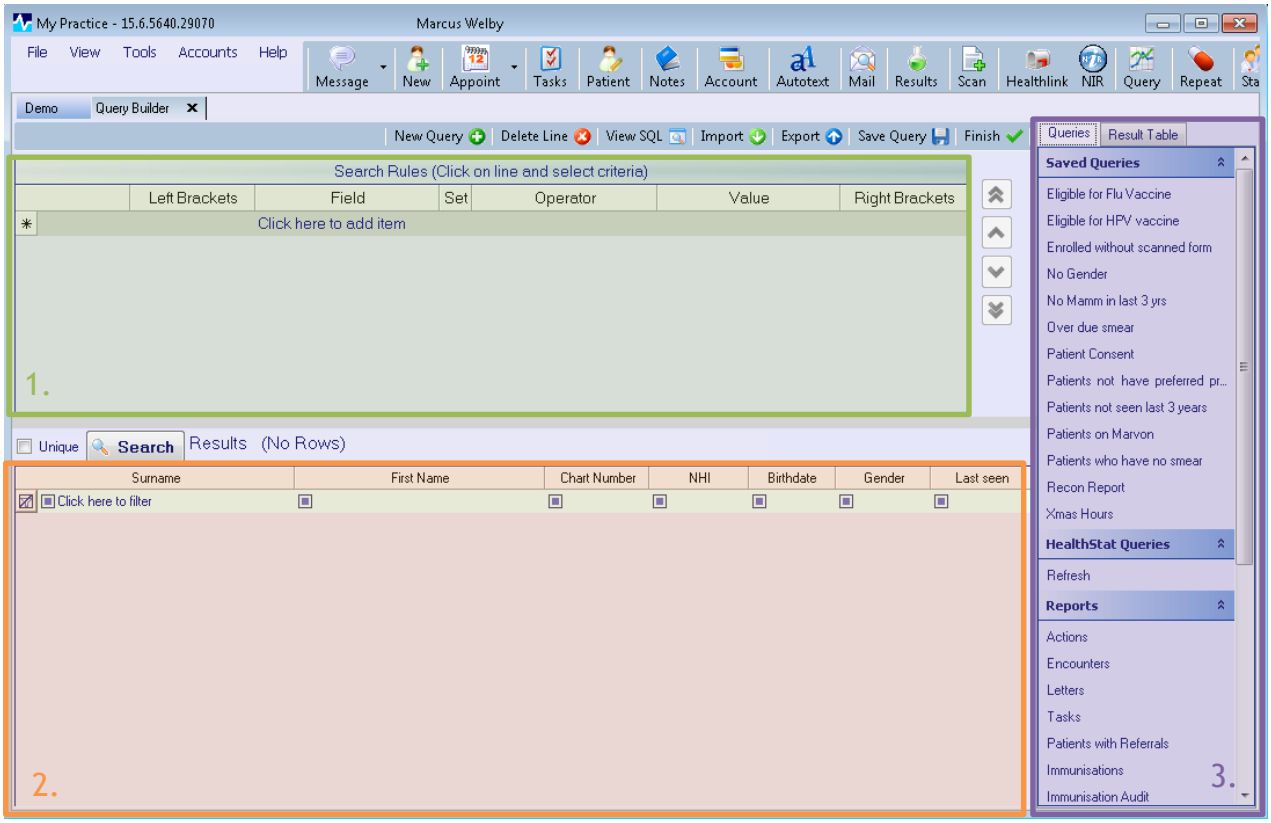
To send a text to a mass number of patients that are eligible for a Flu Vaccine, this can be achieved via a Query. The instructions below are based on how to build the query based on set conditions, how to configure the returned query list of patients to filter particular fields and how to send.

4.1 Build a Query

a. Open MyPractice and click on the Query Tab

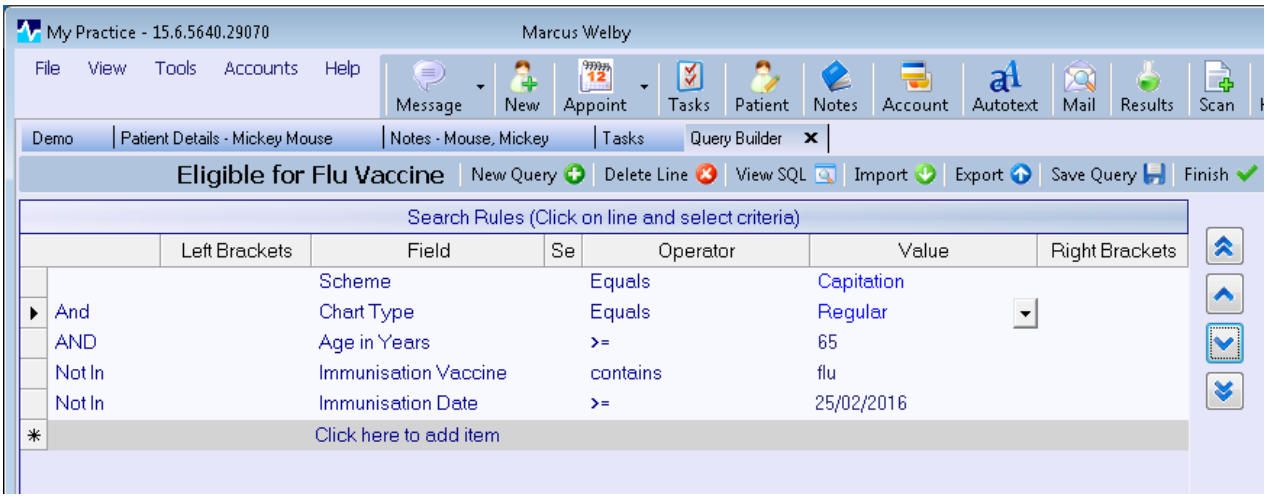


b. The query page has 3 sections, the criteria and conditions you are searching (1. top half), the results (2. bottom half) and the menus (3. far right) to change the way the results are viewed and saved queries and result table.

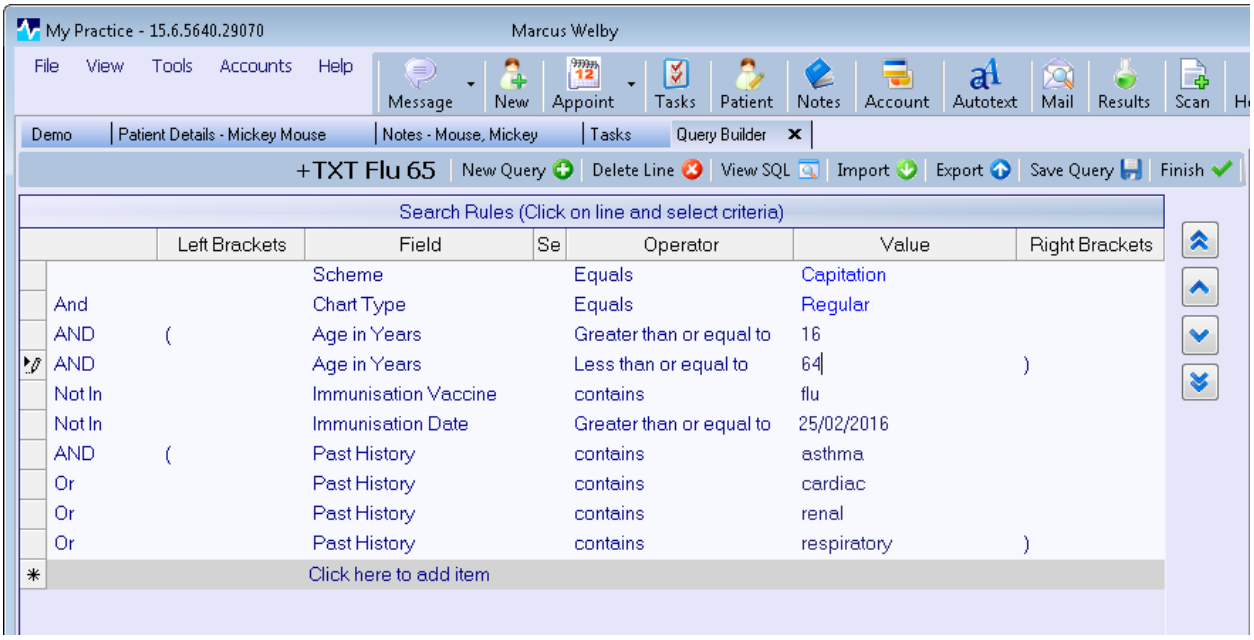


c. First start building the query. Start by inserting your field, the operator of that field and the value if any. See below for some examples of Flu Queries. These may not be suitable for all practices.

- Flu 65+



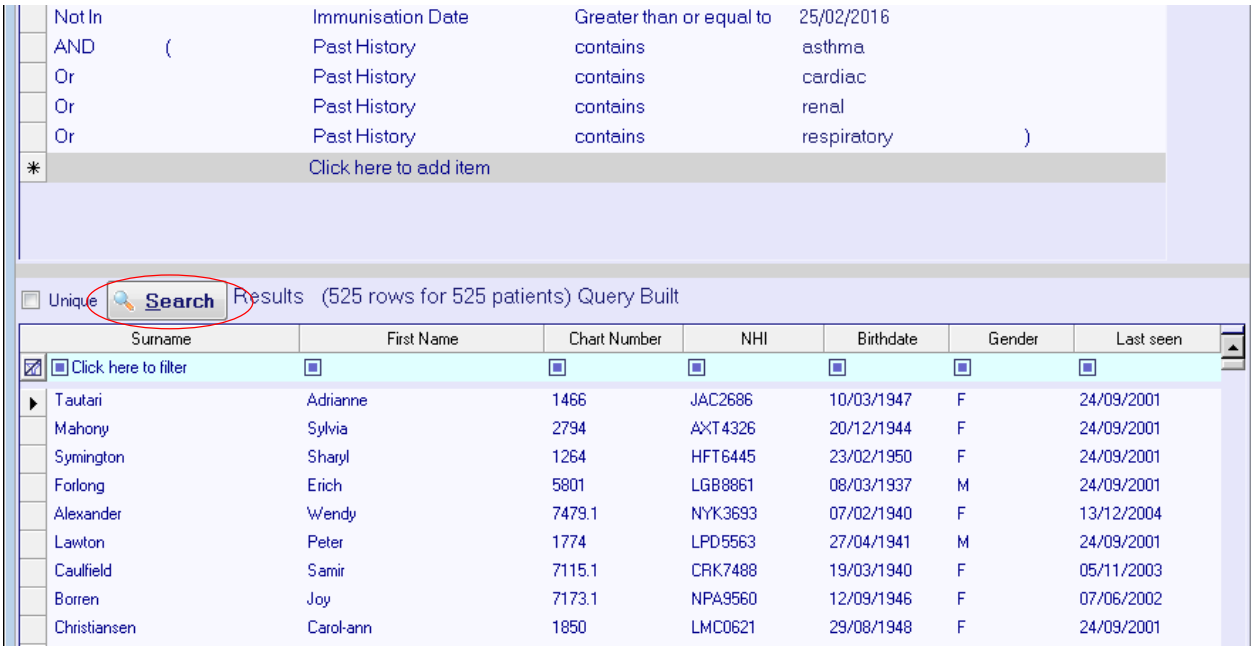
- Flu Chronic Conditions



4.2 Configure the returned query list

a. Once the query is built, moving to the bottom half of the page, be sure to select the unique tic box and click on search. If the unique tick box was missed this will bring up a number of duplicates.

b. Once the query has completed searching, a total number of records should be displayed in the bottom half of the query screen.



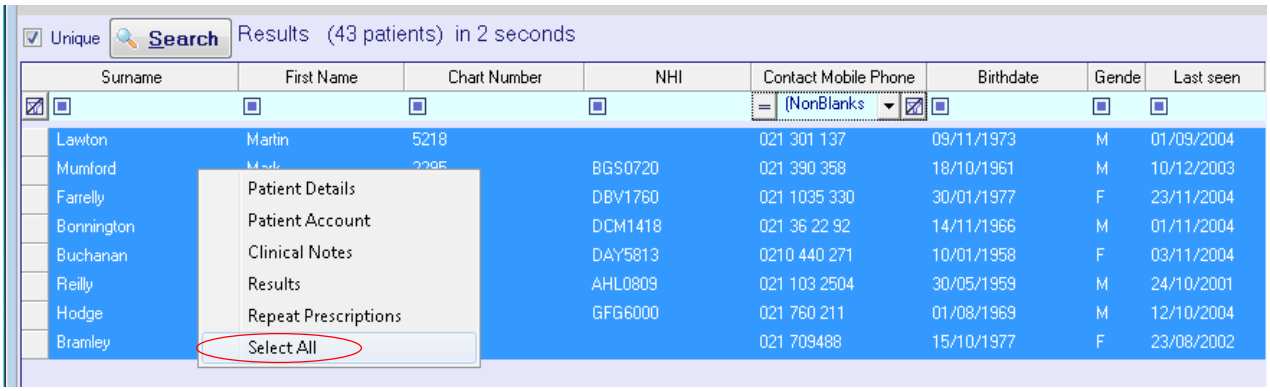
c. In the far right side, under the Results Table click on the available columns you would like displayed. An example is below. Be sure to add Contact – Mobile Number

d. The list will return the fields of choice. Filter out any blank mobile numbers by going to the mobile column and clicking on the filter button. This will allow you to bring down a drop menu to select, Not Blank. Once this is selected you will see only patients with mobile phone numbers allowing you to send a text message.

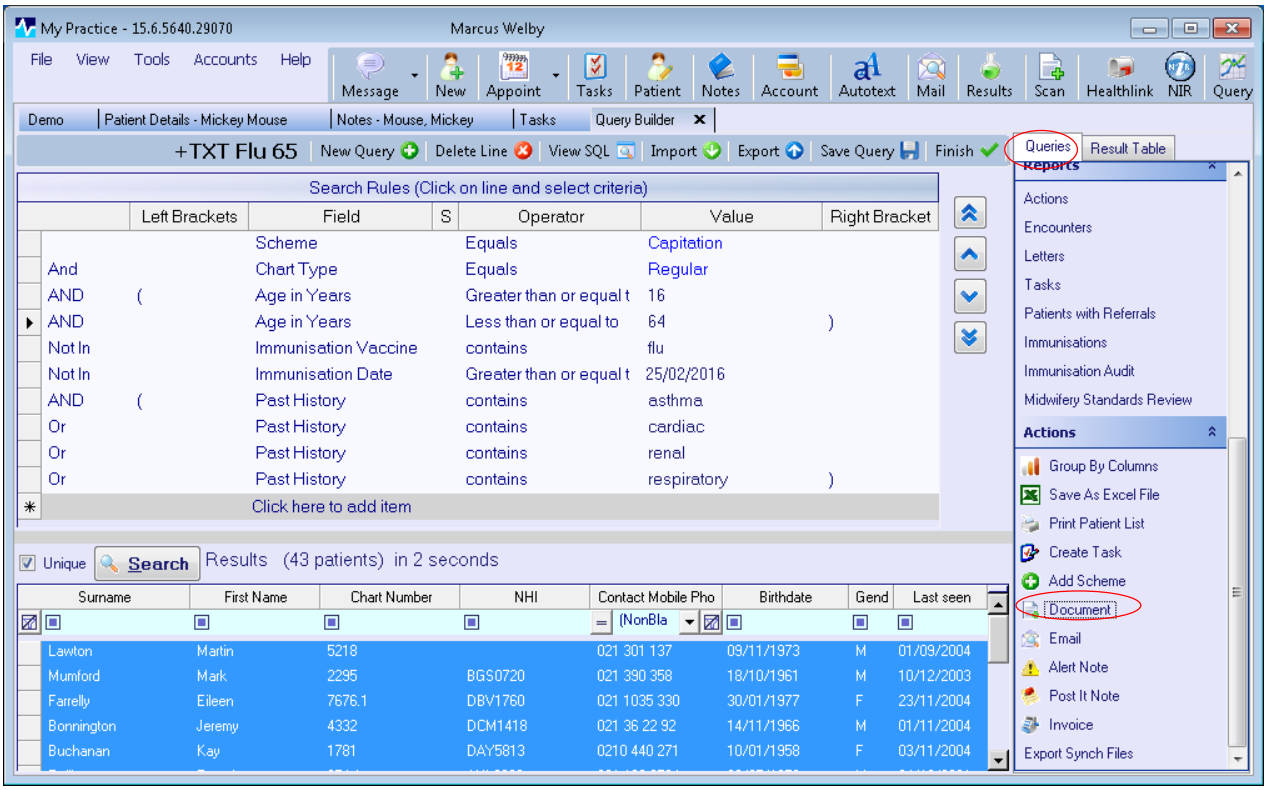
4.3 Send the Mass Text

a. Right click on a white space in the returned list. This will bring up the below option list.

b. Click on Select All. The list should highlight blue. Alternatively you can select random patients by holding down Ctrl button and using your mouse to click on selected patients.

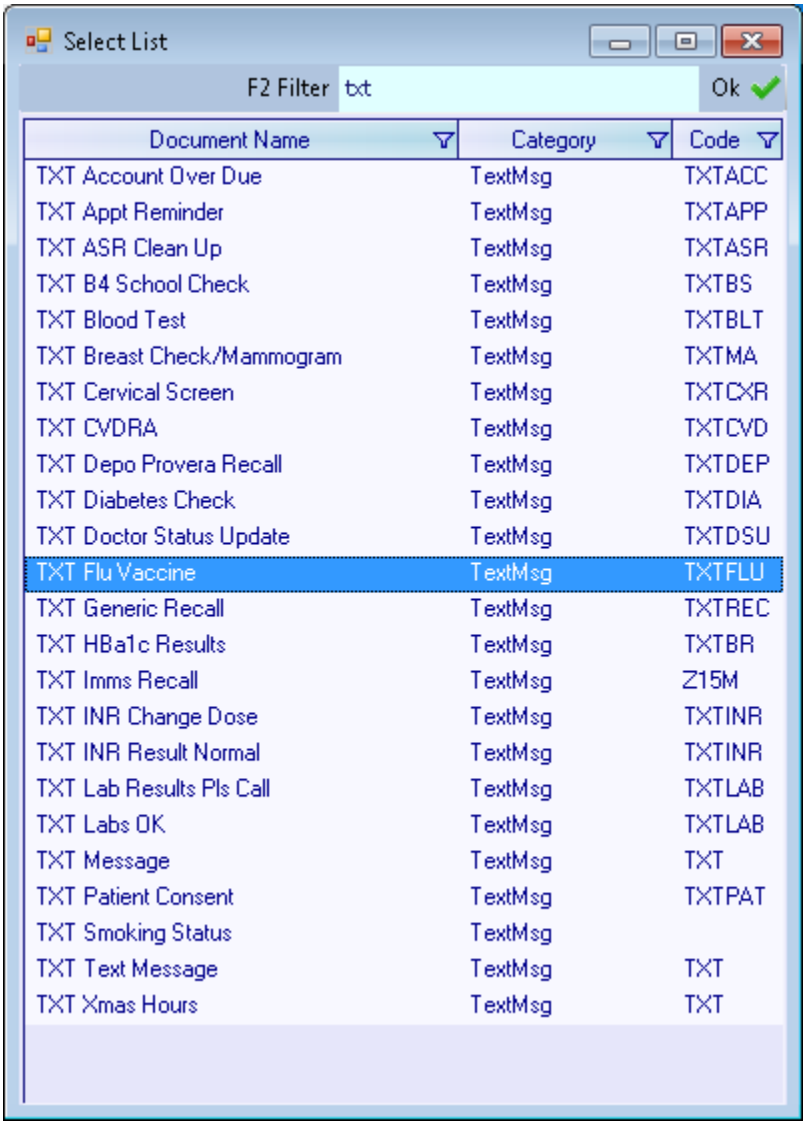


c. Go to the far right side, click on the Queries tab, Document under Actions



d. This will open the Document Templates window. In the filer field type in TXT to bring up all the Text templates

e. Locate the Document Template TXT Flu Vaccine (or the template created for flu's) and press OK. A popup will appear advising the message was received by Vensa. This means the text was successfully sent.

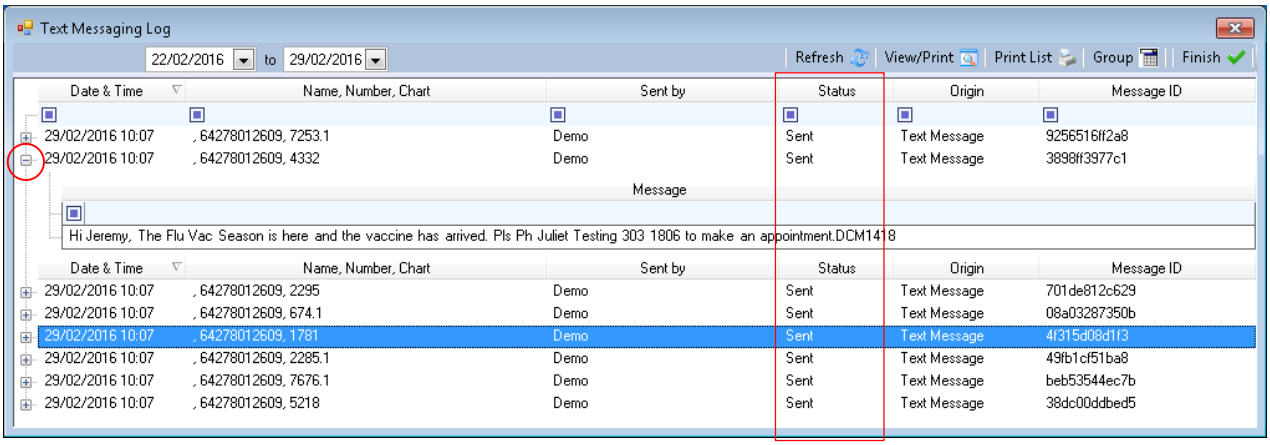


Document Name	Category	Code
TXT Account Over Due	TextMsg	TXTACC
TXT Appt Reminder	TextMsg	TXTAPP
TXT ASR Clean Up	TextMsg	TXTASR
TXT B4 School Check	TextMsg	TXTBS
TXT Blood Test	TextMsg	TXTBLT
TXT Breast Check/Mammogram	TextMsg	TXTMA
TXT Cervical Screen	TextMsg	TXTCXR
TXT CVDRA	TextMsg	TXTCVD
TXT Depo Provera Recall	TextMsg	TXTDEP
TXT Diabetes Check	TextMsg	TXTDIA
TXT Doctor Status Update	TextMsg	TXTDSU
TXT Flu Vaccine	TextMsg	TXTFLU
TXT Generic Recall	TextMsg	TXTREC
TXT HBa1c Results	TextMsg	TXTBR
TXT Imms Recall	TextMsg	Z15M
TXT INR Change Dose	TextMsg	TXTINR
TXT INR Result Normal	TextMsg	TXTINR
TXT Lab Results Pls Call	TextMsg	TXTLAB
TXT Labs OK	TextMsg	TXTLAB
TXT Message	TextMsg	TXT
TXT Patient Consent	TextMsg	TXTPAT
TXT Smoking Status	TextMsg	
TXT Text Message	TextMsg	TXT
TXT Xmas Hours	TextMsg	TXT

Note: You may receive an alert advising the text has gone over its 160 limit. If this occurs the text will need to be modified and resent to those who are affected.

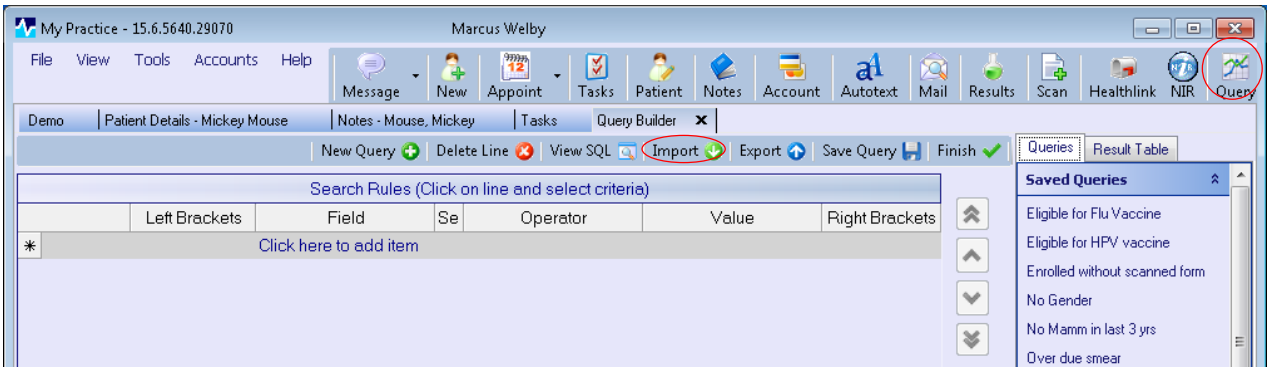
4.4 Check or Open the Text Message Log

a. Replies and Text status are stored in a central location called the Text Message Log. Go to Tools, Text Message Log.
b. A window will appear with the messages in a table format. Look at the status column to view any error status (failed messages) or use the expand box to open the message to review any replies if any.



5 Importing a Query

a. In MyPractice select the Query Tab. Next select the Import button.
b. Locate the Document Template ready for import. Once selected click on Open.



c. This action will pull the template into MyPractice, make any modifications if necessary and save.

END