Scheduling Customization: Reminders by Provider Calendar

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Updox gives you the ability to customize and schedule your reminders by Provider calendar. Learn how quickly below!

Step 1:

In the upper left hand corner of Updox, click Menu - Admin - Scheduling



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Step 2:

Click on the **Calendar's** tab at the top. Select any of your existing calendars to make an edit.

10162	Appl. Types	Galendars	Locations		
Dr. J	cnce				
Dr. N	/lyers				
Labe	/ Elood Work				
0	lew Calenciar				

Step 3:

You can edit the calendar **Title/Name** and set the availability of days and time for the calendar. Be sure to hit **save** at the bottom once edits are completed!

Title/Name Dtillones	
Color Example Patient - Example Appointment Description	
Background 📃 Text 📰	
Patients can View/Select	
Don't send reminders for this calendar	
Delete this calendar (0 future appointments)	
Availability	
Monday	0
	_
9:00am-5:00pm Appointment Type(s) 2 Patients can View/Select	
Tuesday	0
No time slots exist for this day.	
Wednesday	0
	_
9:00am-5:00pm Appointment Type(s) Patients can View/Select	
Thursday	0
	_
9:00am-5:00pm Appointment Type(s) Z Patients can View/Select	
End data a	
	Color Example Patient - Example Appointment Description Background Text Patients can View/Select Obiotic bits calendar (0 future appointments) Availability Monday

Tip: You can choose to give patient's the ability to view and select this calendar if you are using the Updox Patient Portal for scheduling appointments. You can also choose to not send any reminders for the calendar with a simple check mark.

ules	Appt. Types	Calendars	Locations		
Dr. Jones Dr. Myers Labs / Blood Work		> Title/N Color	Example Backgrour	Patient - Example Appointment De nd Text ts can View/Select	scription
				send reminders for this calendar	
		IISVA Monda	v		0
		No tir	* ne slota sxiat fo	or this day.	1
		Tuesda	y		0
		No tir	me alota exist fo	or this day.	
		Wedne	sday		0
		No tir	me slots exist fo	or this day.	
		Thursd	ay		0

Tip: You are able to customize a reminder message to state the specific calendar the appointment appears on by copying and pasting the customization variable **[with]** into your script. When a reminder is delivered to your patient, you will now notice it states exactly which calendar they have been scheduled for.