Scheduling Customization: Reminders by Appointment Type
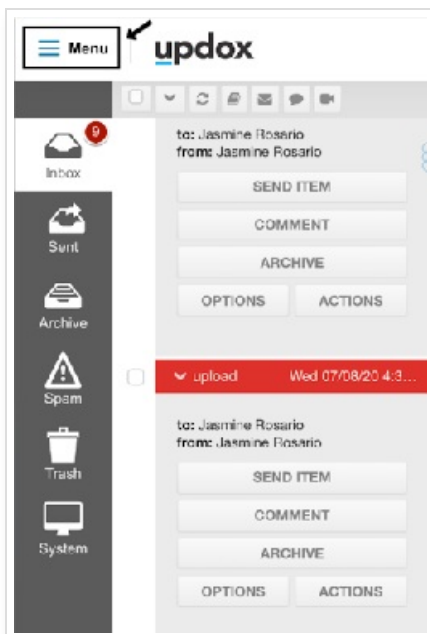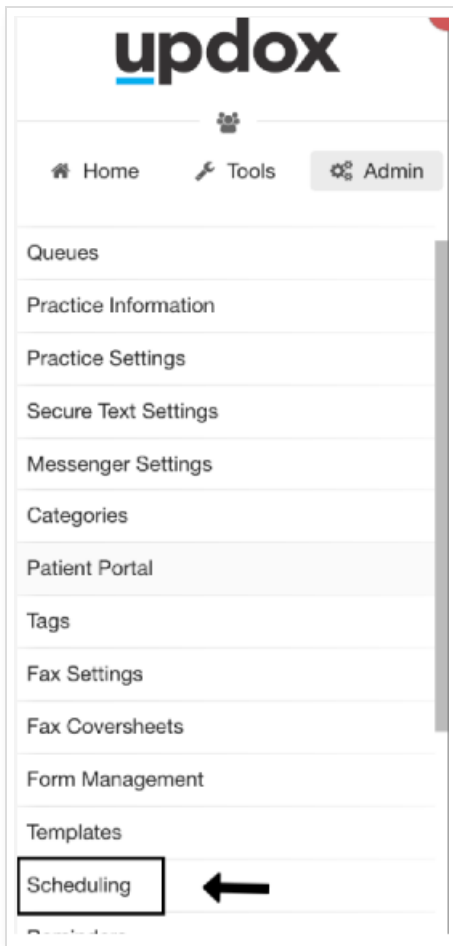
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Updox gives you the ability to customize and schedule your reminders by appointment type. Learn how quickly below!
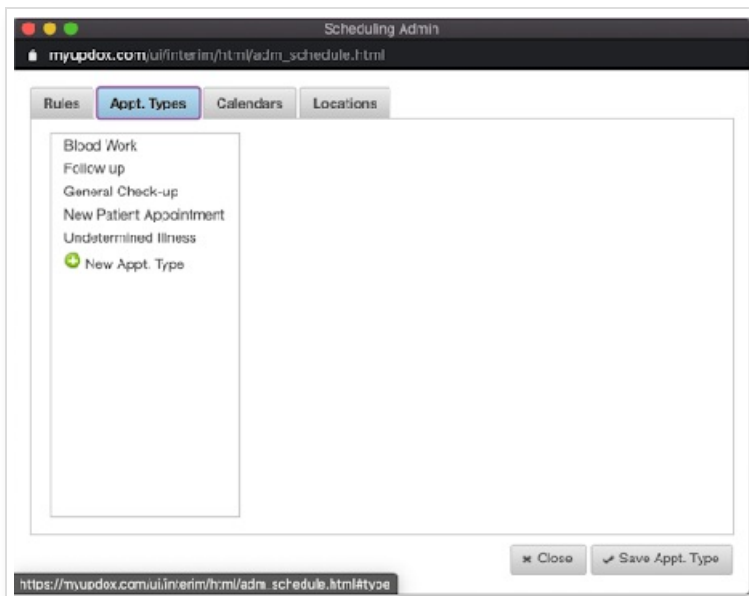
Step 1:

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

Step 2:

Click the **Appt. Types** tab at the top, and click on any existing appointment type to make an edit.

Workflow

Patient's are able to get a fully customized script based on the appointment types you create and choose. For instance, if the patient is getting blood work done, creating a blood work appointment type gives you the ability to specifically state in your script items a patient must bring as opposed to a general check up or even a

Step 3:

You can edit your Appointment Type name and select the script type you would like to go out. Click **save** at the bottom once you have completed all edits.

Tip: You can choose to not send any reminder to a specific appointment type by checkmarking **Don't send reminders for this type of appointment.** You can also prevent a patient from being able to self schedule with a specific appointment time by unchecking **Patient can View/Select**. Checkmark **Dont send reminders for this type of appointments** if you wish to avoid sending a reminder altogether.