

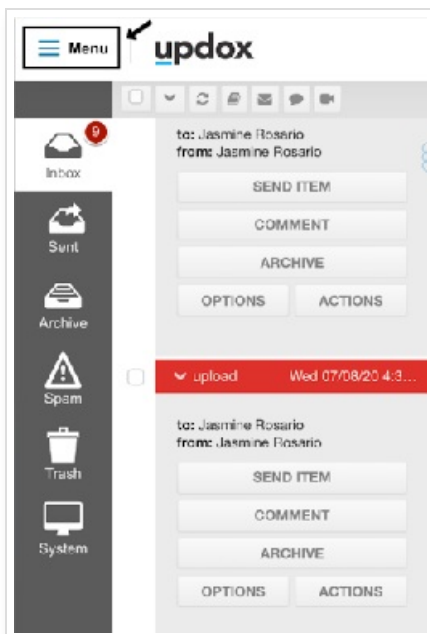
Scheduling Customization: Reminders by Appointment Type

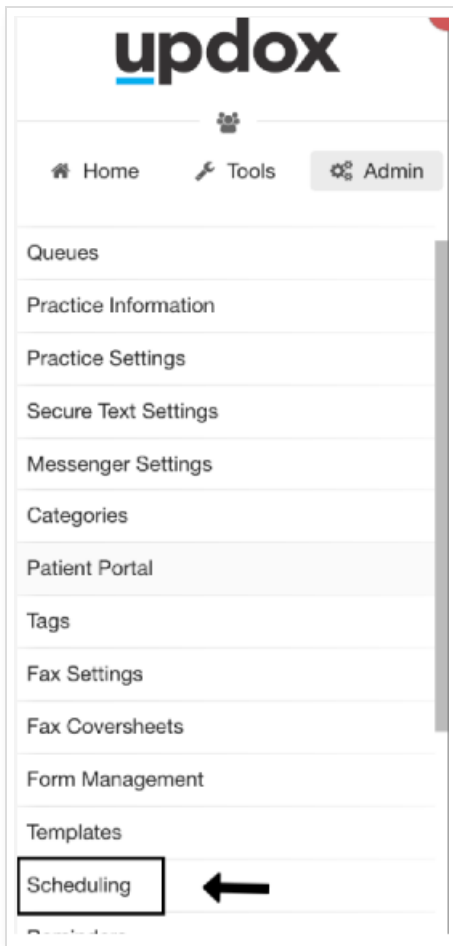
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Updox gives you the ability to customize and schedule your reminders by appointment type. Learn how quickly below!

Step 1:

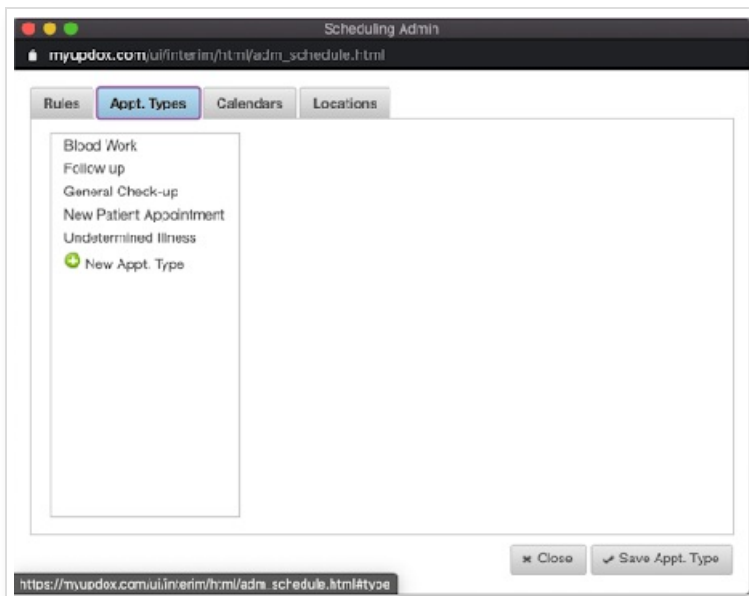
In the upper left hand corner of Updox click **Menu - Admin Scheduling**





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

new patient appointment.

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.

The screenshot shows the 'Appt. Types' configuration window. The 'Name' field is set to 'Blood Work'. The 'Default Duration' is set to '5 min'. The 'Patients can View/Select' checkbox is checked. Below this, there are four dropdown menus for 'Email Script', 'Home Phone Voice Script', 'Cell Phone Voice Script', and 'Text Script', all set to 'None'. At the bottom right, there are 'Close' and 'Save Appt. Type' buttons.

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 **Don't send reminders for this type of appointments** if you wish to avoid sending a reminder altogether.