

Notices

Last Modified on 10/04/2025 9:05 am ACST


Notices are flags that let users know important non-clinical information relating to the patient. These will appear in the Patient Banner for any users to see whilst in the patient's record.

Adding a Notice

1. [Search](#) for a patient.
2. Click **Show**.
3. In the Main Menu, click **Notices**.
4. Click **New Notice**.
5. In the **Alert Definition** field, select a notice from the definition list.
6. In the **Start Date** field, enter a starting date and time (default is the current date & time).
7. In the **End Date** field, enter an ending date and time.
 - a. **Note:** If defined, then the notice will become inactive on the end date and time.
8. In the **Text** field, enter any relevant notes.
9. Click **Create Notice**.
 - a. The notice will be saved to the patient record and is now active.

Active Notices

When a Notice is active, it appears in the Patient Banner and can be viewed by clicking the NOTICE label or the Notice text in the Banner. Please Note: If there is more than one Notice on a patient record these will be consolidated for easy viewing.



Dr Roberto Smith

My Health Record

NOTICE

Facility: ADL MRN: 000111 CRN: 000082 Home: sadgv, ABERGLASSLYN NSW 2320 Fund: Test Health fund (eclipse), ECF1001 Male , aged 4 years and 1 month , born on February 20, 2021 , currently admitted to Perth , room Consult room . Mobile Phone: 0433391674

Do not contact

EditOPVPrint LabelPrint Merge FormPrint HC21New AppointmentManage

Dashboard / Patients / Dr Roberto Smith

This is the patient summary view. Would you like to see a different view when you select a patient?

I want to see a different viewDon't show this message again

Identity

Facility	ADL
MRN	000111
CRN	000082
Title	Dr

Editing a Notice

1. Under Notices, click **Edit** next to the relevant Notice.
2. You can change the Text and add an End Date.
3. Click **Update Notice** to save changes.

Making a Notice Inactive

A Notice will automatically become inactive if an End Date and time is reached. If you do not set an End Date when first adding the Notice, you can simply need to Edit the Notice and set the End Date and Time to now.
