Notices

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

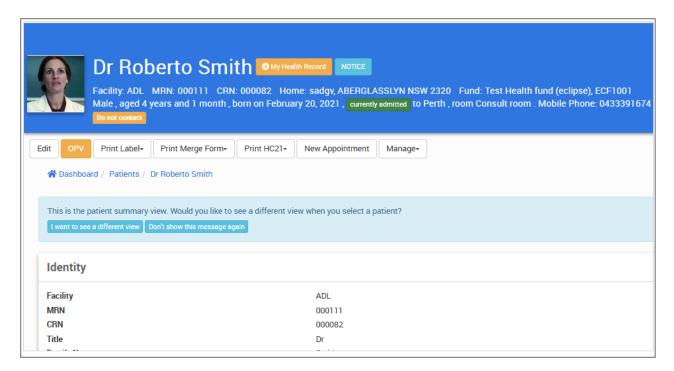
Notices are flags that let users know important non-clinical information relating to the patient. These will appear in the Patient Banner for any users to see whilst in the patient's record.

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.



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 no 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.