

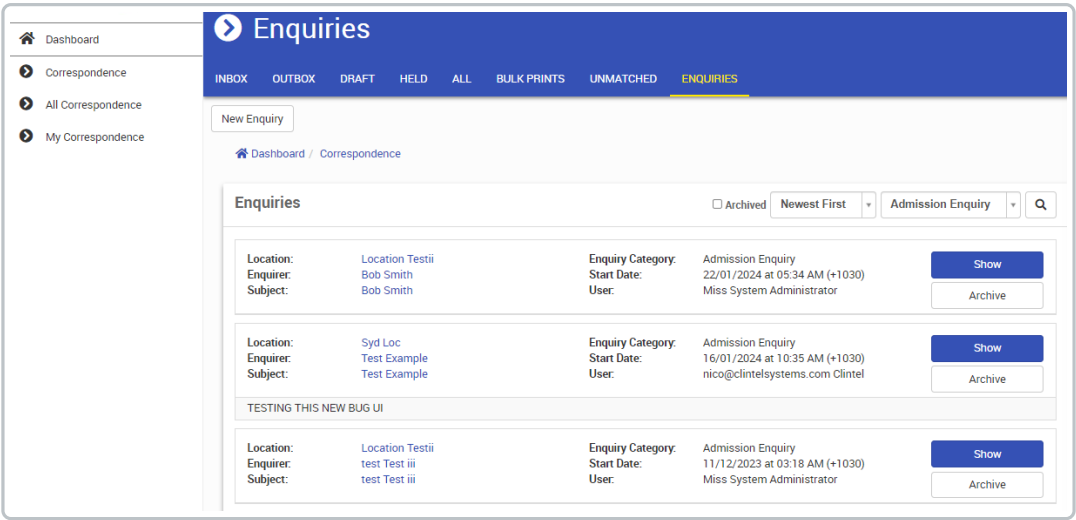
Create a New Enquiry

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Create a New Enquiry

To add a new enquiry from an existing Patient/Contact or add a new enquiry,

- 1. Click **Correspondence** from **Dashboard** or a **Location**.
- 2. Select the **Enquiries** Sub-menu tab.
 - a. All the existing enquiries will be listed here.
- 3. Click **New Enquiry**.



- 4. Complete the fields using the below table as the reference.

Field	Description
Location	Select the Location from the drop-down
Enquiry Category	Select the Category from the drop-down
User	This field will auto-populate to the current CareRight user.
Start Date	Enquiry Start Date
Enquirer	Enquirer name - The Person calling - The patient/Contact details in CareRight can be searched here.
Subject	The Potential Patient
Enquiry Text	Enquiry Description

- 5. Click **Create Enquiry**