Create a Message Type

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To create a Message Type:

1. Click **Administration**.
2. Select **Correspondence** from the menu.
3. Select **Message Types**.
   a. The Message Types screen will display.
4. Select the **New** button at the top of the screen.
5. Complete fields using the table below as a reference.
6.

Field	Description	Examples
Category	Choose to either create a: -Patient SMS Message: This is a message type that does not relate to an appointment and is for the patient. Messages of these types can be triggered to send on some system event, or they can be sent via the **Patient Correspondence > New SMS** screen. -Appointment SMS Message: This is a message that relates to an appointment. This could be triggered to send at the creation of an appointment (or x minutes after creation), or as a reminder a set period before the appointment occurs.	Patient SMS Message Appointment SMS Message
Code	A unique name for the Message Type	Patient SMS Messages: -New patient SMS -Patient has not returned admission back Admission SMS Messages: -New Appointment: Surgery -Appointment Reminder
Description	A general description for the Message Type	New patient SMS: "New patient SMS message welcoming them to the

		organisation"

7. Click **Create Message Type**.