

# Send Patient SMS- Using templates

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## Sending a Template SMS Message

To send a template SMS message, that is an SMS message with predefined and fixed content, follow these steps:

1. From the patient record.
2. Select **Correspondence**.
3. Click **New SMS**.
4. Complete fields using the table below as a reference.

Field Name	Description
Location	The Location the SMS is coming from.
Message Type Code	Select the SMS message template from the drop-down list. Once selected a preview of the SMS message will appear below.
Send At	<p>Set the date and time (local time in 12-hour format) at which you would like the SMS message sent. By default 'Send At' is set to now but it can be any future date/time.</p> <p>If you don't know when you want to send the message, leave the Send At fields blank. The SMS message is then not scheduled to send and it will appear in DRAFT after the next step. You can then return to this message at a later stage via DRAFT and set a Send At the time.</p>

5. Click **Send** or **Save as Draft** for sending later.

### Note:

SMS templates should be configured by the system administrator to be selected in the **Message Code Type**.

Please refer to [SMS Configuration 1: Create Message Types and Templates](#) in the system admin guide for configuration instruction.