



Medtech32 Sending Bulk SMS Messages

Date: March 2020

Sending Bulk SMS Messages

The below instructions provide guidelines on sending Bulk SMS messages to Patients from within Medtech32

1. Ensure that SMS Set up has been configured to send SMS messages from the Query Builder and appropriate staff have been configured to send SMS messages

ManageMyHealth SMS

Practice Setup | Staff Setup | Audit

Activate ManageMyHealth SMS for this practice

SMS Service Configuration

Do not send SMS between 00:00 and 00:00

Appointment Book Reminders

First Appointment reminder 2 hours before the time

Second Appointment reminder 1 hours before the time

Appointment Queue Reminders

Query Builder

Patient Palette

Recall

Connection Settings | Proxy

URL: https://sms.managemyhealth.co.nz/SrvMedTechSms.asmx

Practice Id: smenon

Username: medtech

Password: *****

OK Cancel Help

ManageMyHealth SMS

Practice Setup | Staff Setup | Audit

ManageMyHealth SMS Staff Configuration

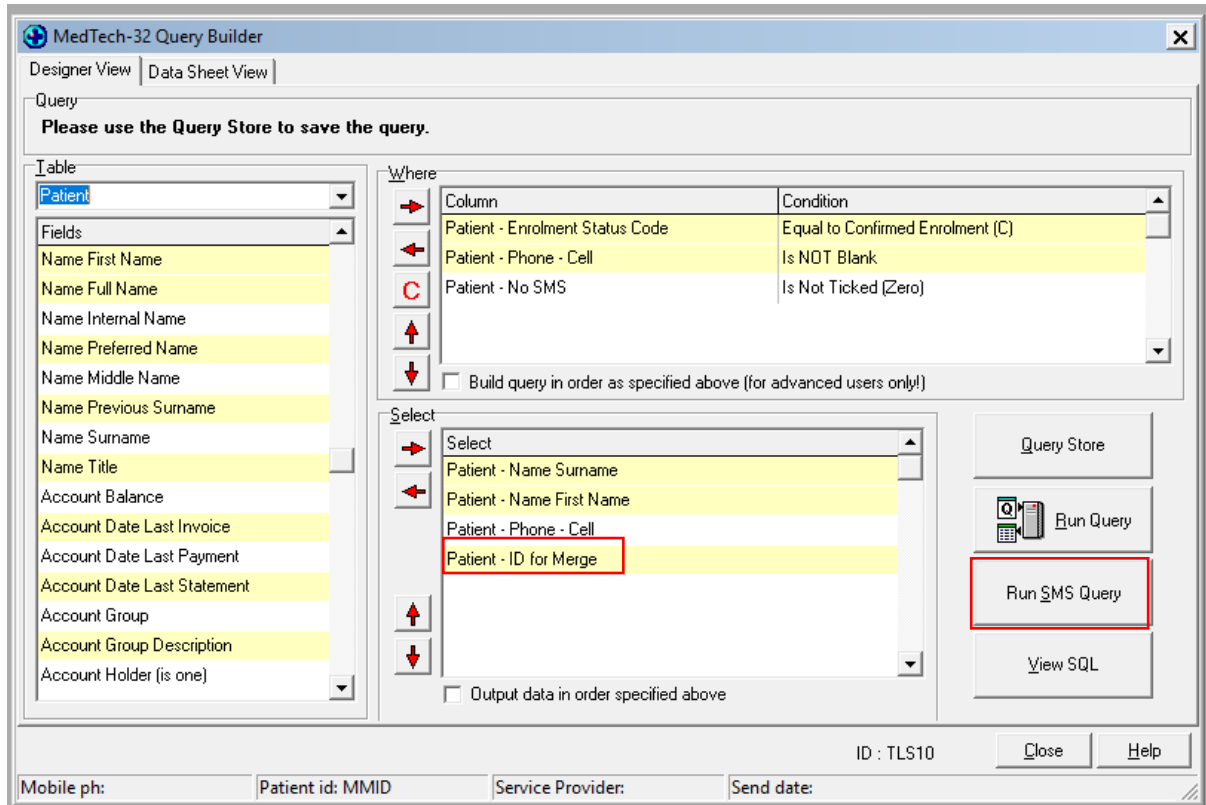
Staff Appointment Reminder Template: SMS document (SMS)

Staff SMS Functionality

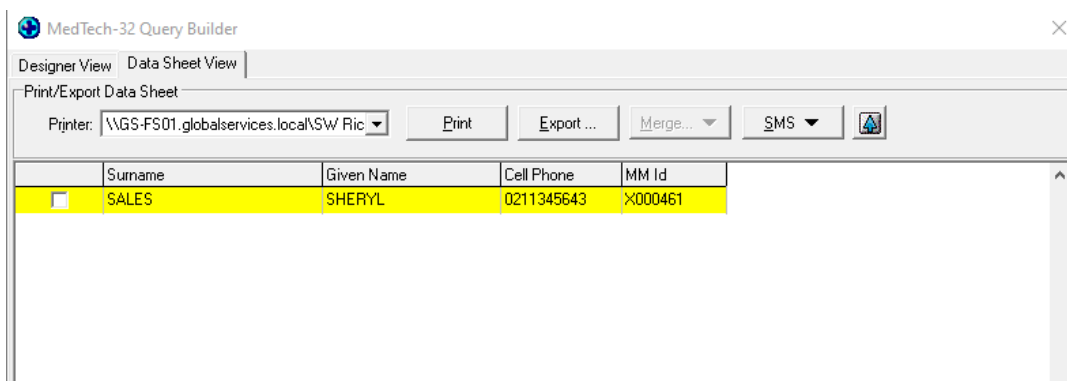
Name	Aptmt Reminder	Aptmt Queue	Patient Palette	Query Builder	Recall
SMS Campaign (#SMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrator (ADM)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barry Beta (BETA)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nurse (D)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joan Baker (JB)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jennifer Wilson (JW)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patty Dickson (PD)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peter Chapman (PMC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sam Eaves (SFE)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

OK Cancel Help

2. Ensure you have permission to access the Query Builder module (this can be checked in the Setup > Staff > Members screen)
3. A query needs to be created to capture the group of people you wish to send SMS messages to. Below is an example Query for all Enrolled Patients including only patients with a Cell Phone Number and where NO SMS is unticked in the Patient Register screen (F3 screen)

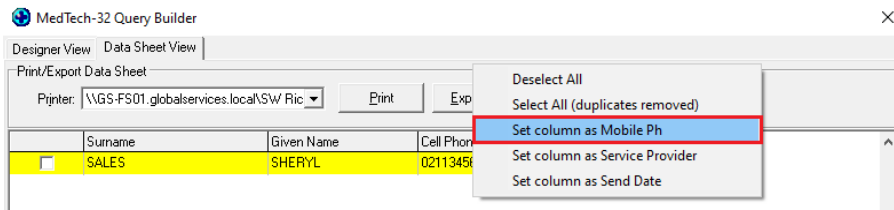


4. Select the Run SMS Query option. If this option is greyed out it is because the Patient – ID for Merge field has not be added to the Select Criteria box (see above).

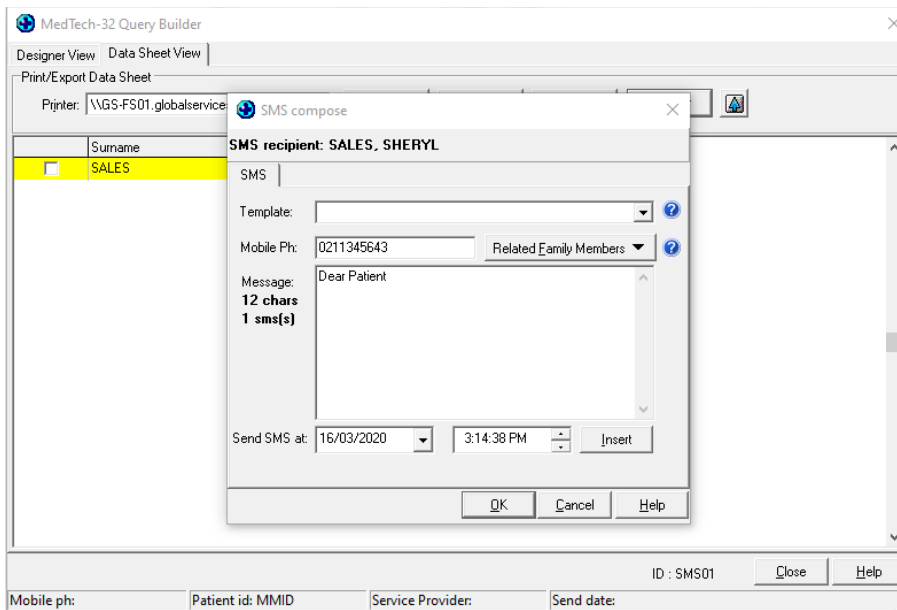
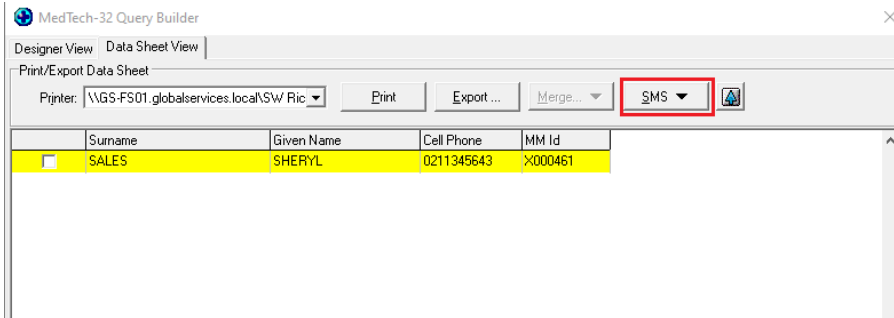


5. At this point Cell Phone Numbers can be reviewed and changed as required. If a Cell Phone Number is incorrectly formatted, use the Green up arrow to bring the patient on to the Palette and make the change in Patient Register (F3 screen) then run the query again.

- User can assign Mobile Phone number, Service Provider and Send date by right clicking on the values displayed in the grid. Also user can select all the patients or deselect all the patients from the Right click option.



- When the query is ready to send select the SMS > Compose option



Select a SMS template from the dropdown or compose the message you wish to send to the patient list, if a SMS message consists of more than 154 characters the message will be split into two messages.

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