

# Viewing an Individual Patients Compliance Reminders

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## Summary

It is possible to view an individuals compliance reminders as well as doing a group run. This page will detail how to view and edit existing compliance reminders

## Viewing an individual Patient's Compliance Reminders

1. Enter the Patient Details screen.
2. Select the '**Reminders**' tab.
3. The Patient's Compliance Reminders can be viewed in the lower half of this screen.

Compliance Reminders							
Reminder Date From		16/11/2023	To	16/11/2024	Status	Not Sent	Description
	Reminder Date	Description	Code	Treatment Date	Work Site	Sent	Sent Date
1	27/05/2024	Droncit	1201	03/05/2024	Esher	✖	
2	20/06/2024	Droncit	1201	03/05/2024	Esher	✖	
3	14/07/2024	Droncit	1201	03/05/2024	Esher	✖	
4	07/08/2024	Droncit	1201	03/05/2024	Esher	✖	
5	31/08/2024	Droncit	1201	03/05/2024	Esher	✖	
6	24/09/2024	Droncit	1201	03/05/2024	Esher	✖	

## Edit a Compliance Reminder

1. Double-click a compliance reminder or select it and select the '**Edit**' button.
2. change the reminder date or change the description.

**Note: Changing the description provides an option to either:**

- a) update the description on all reminders for this patient for the same code.
- b) update all reminders with the same code and treatment date.

## Delete a Compliance Reminder

1. Select a compliance reminder.
2. Right-click on the reminder.
3. Select '**Delete Reminder**'.

This screen also has other filters for the grid and will automatically only show you reminders which have not yet been sent. To view sent reminders, select the status drop down menu and change to All or Sent.

**Note - This screen automatically shows the reminders for the next 12 months, but the date filter can be amended to see a larger date range.**

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