



Recall

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## How to Create Newsletter List

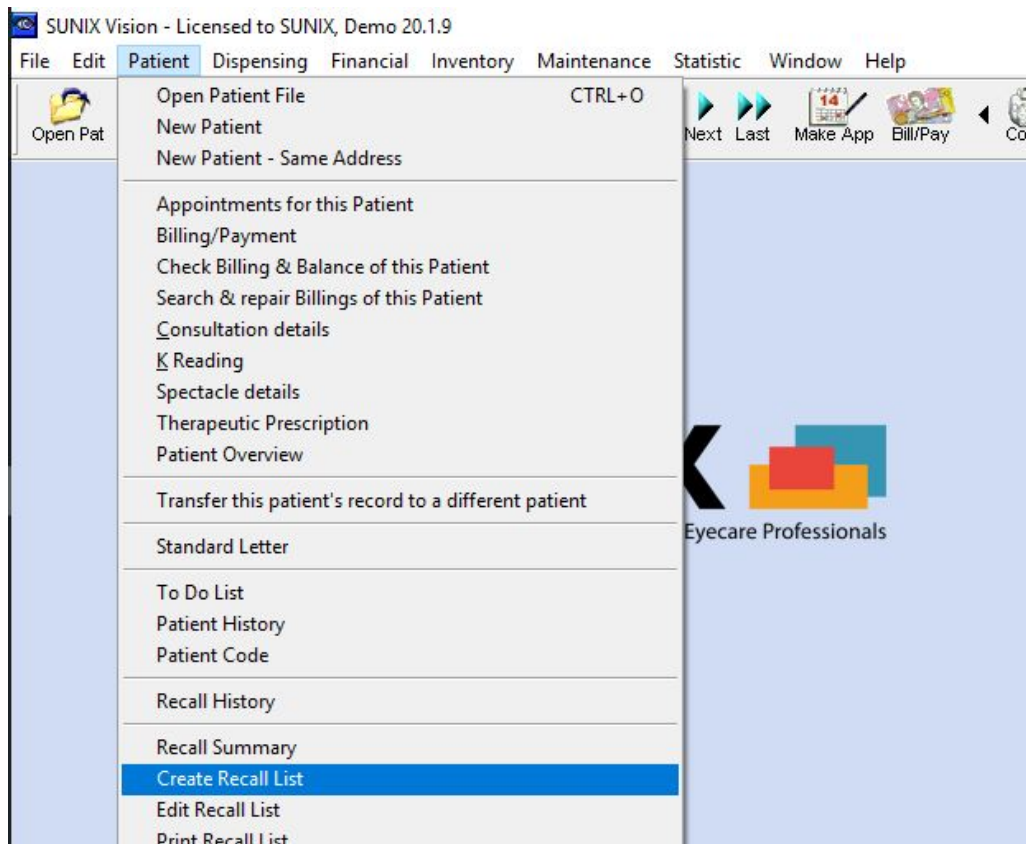
This option creates a list of patients to whom recalls are to be sent. After the list is created, it is stored temporarily for checking and/or Modifying before printing. The list can also be used for phone recalling. The list stays until a new list is created (only one list is stored at one time). If a new list is created accidentally and replaces the one that you really want, to go back to the original list, you can just create another list again with the same Start date and End date as the original one.

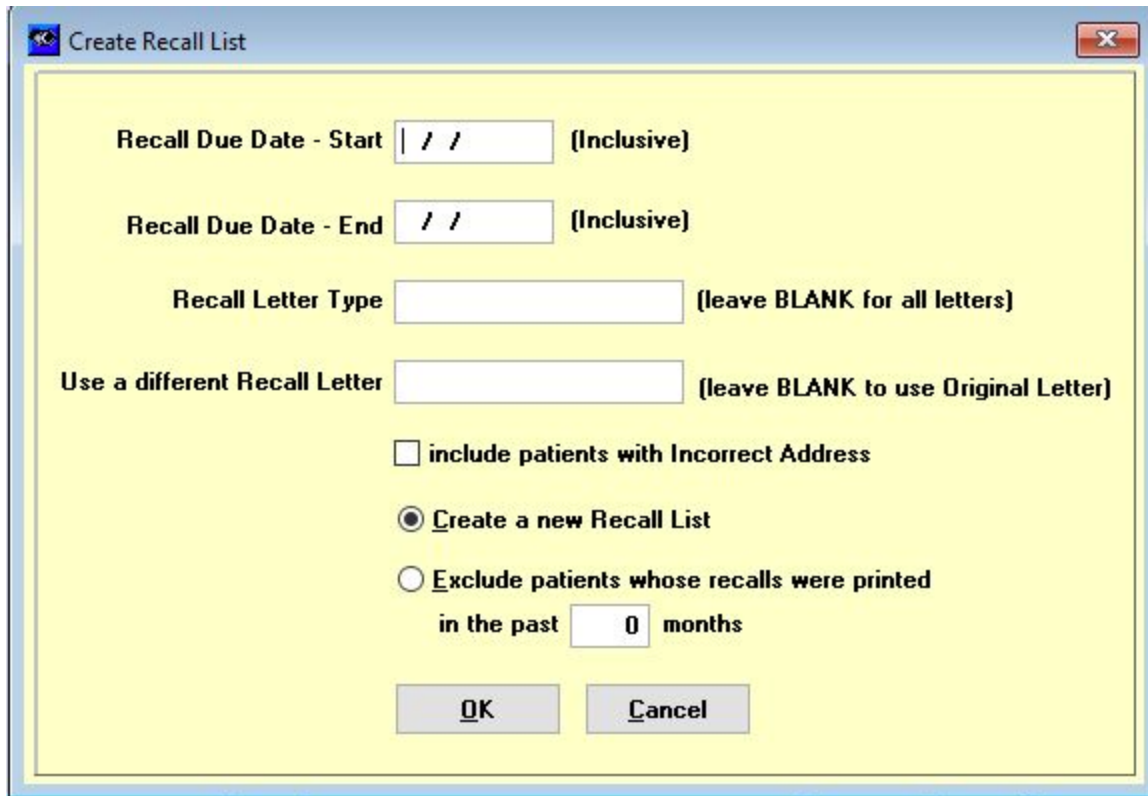
To create a Recall List, just perform the following steps:

1. On the **Patient Menu**, just click onto the "**Create Recall List**" option with the mouse. A Create Recall List screen will be displayed, asking for the Start Date and End Date.

### NOTE

When one of a patient's Recall Due Dates (First, Second, Third, Fourth or Fifth Recall Due Dates) falls within the Start Date and End Date (inclusive), the patient will be included in the Recall List.





Recall Due Date - Start  (Inclusive)

Recall Due Date - End  (Inclusive)

Recall Letter Type  (leave BLANK for all letters)

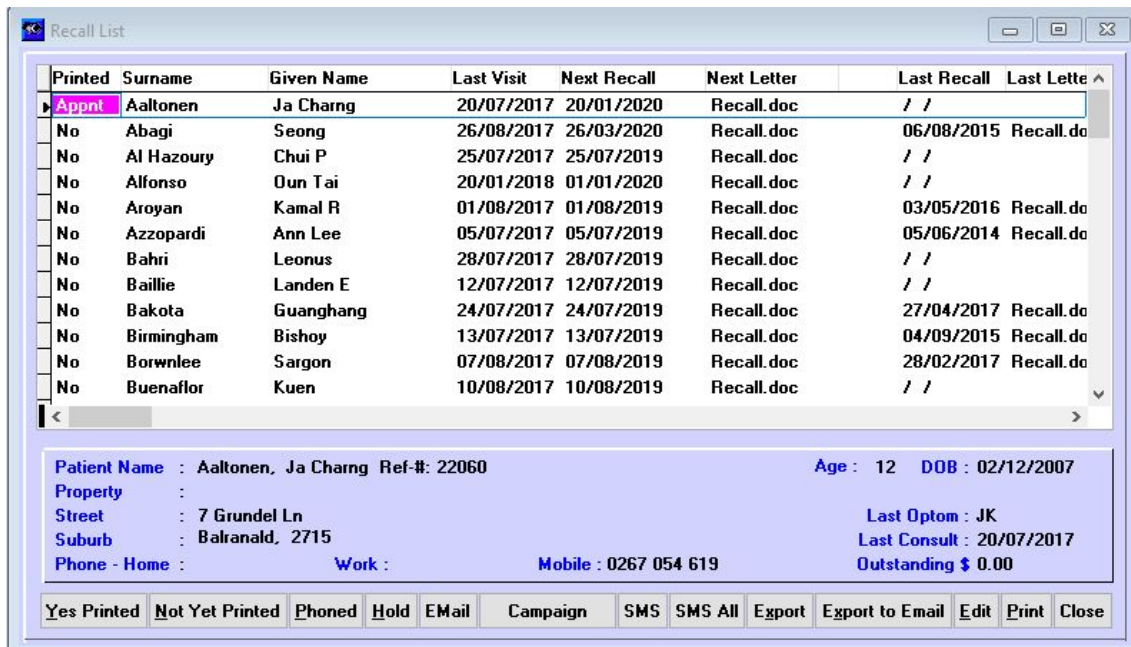
Use a different Recall Letter  (leave BLANK to use Original Letter)

include patients with Incorrect Address

Create a new Recall List

Exclude patients whose recalls were printed in the past  months

2. Enter the start and end dates in and a Recall List will be displayed, with at the top window - a list of patients for recalls at the Bottom window - the details of the patient on the list whose cursor is on.



Printed	Surname	Given Name	Last Visit	Next Recall	Next Letter	Last Recall	Last Letter
Appnt	Aaltonen	Ja Chang	20/07/2017	20/01/2020	Recall.doc	/ /	
No	Abagi	Seong	26/08/2017	26/03/2020	Recall.doc	06/08/2015	Recall.doc
No	Al Hazoury	Chui P	25/07/2017	25/07/2019	Recall.doc	/ /	
No	Alfonso	Dun Tai	20/01/2018	01/01/2020	Recall.doc	/ /	
No	Aroyan	Kamal R	01/08/2017	01/08/2019	Recall.doc	03/05/2016	Recall.doc
No	Azzopardi	Ann Lee	05/07/2017	05/07/2019	Recall.doc	05/06/2014	Recall.doc
No	Bahri	Leonus	28/07/2017	28/07/2019	Recall.doc	/ /	
No	Baillie	Landen E	12/07/2017	12/07/2019	Recall.doc	/ /	
No	Bakota	Guanghang	24/07/2017	24/07/2019	Recall.doc	27/04/2017	Recall.doc
No	Birmingham	Bishoy	13/07/2017	13/07/2019	Recall.doc	04/09/2015	Recall.doc
No	Borwnlee	Sargon	07/08/2017	07/08/2019	Recall.doc	28/02/2017	Recall.doc
No	Buenaflor	Kuen	10/08/2017	10/08/2019	Recall.doc	/ /	

**Patient Name :** Aaltonen, Ja Chang **Ref-#:** 22060 **Age :** 12 **DOB :** 02/12/2007  
**Property :**  
**Street :** 7 Grundel Ln **Last Optom :** JK  
**Suburb :** Balranald, 2715 **Last Consult :** 20/07/2017  
**Phone - Home :** **Work :** **Mobile :** 0267 054 619 **Outstanding \$** 0.00



3. The Recalls can be printed anytime, not necessary straight after the Recall List is created or checked.

### **Buttons of Recall List**

#### **Yes Printed**

-To change the "Printed" to "N", indicating that the recall of the patient has already been printed.

#### **Not printed yet**

-To change the "Printed" to "Y", indicating that the recall of the patient has not been printed yet.

#### **Phoned**

-The patient was phoned for a recall. This patient will not have a recall letter sent to them.

#### **Hold**

-Do not print a recall letter for this patient.

#### **Edit**

-To edit list

#### **Print**

-To print letters.

#### **Close**

-To exit out of the Recall List back to the Main Menu.