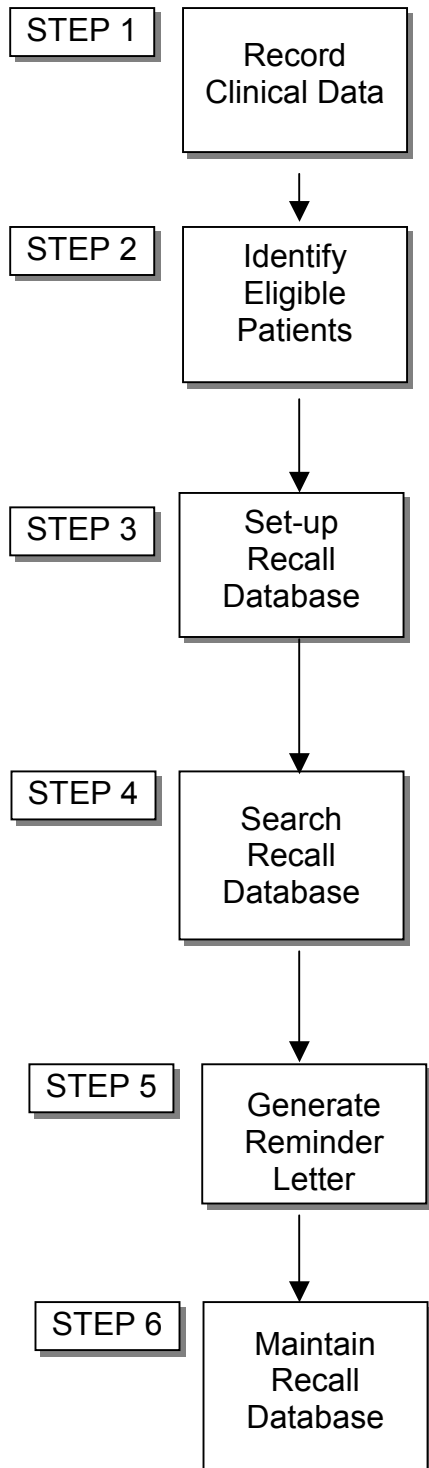


Diabetes Recall Overview for Medical Director

The recall system for Diabetes can be divided into 2 main areas, setting up recalls and managing recalls. This quick reference is to provide an overview of the main steps involved in the recall system.



Clinical Record

- Record **Reason for visit** when prescribing
- Record **Diagnosis** in **Progress notes** (this automatically records in **Past History**)

Search for Diabetes Patients

- Search diabetes register OR
- Search database for diabetes prescriptions OR
- Search database for diabetes condition

Set up Diabetes Review Recalls

- Select **Patient** from search results
- Click **Recalls**
- Enter **Reason for Recall**
- Set the **Interval**
- **Save**

Search for Recalls Due

- Search **Recalls**
- Select **Interval**
- Select **Reason**
- Click **OK**

Send Reminder Letters

- Select **Mail Merge** from recall search
- Click **Supplied Templates**
- Select **Diabetes Review** template
- Click **Open** to print all letters
- Click **Update**

Maintain Recalls

- On patients next visit replace the existing recall with a new recall date or remove existing recall