

TEXT-MESSAGING: Using Family and Friends numbers only to keep sensitive information away from the Patient.

1. Go to Admin/Org Setting: Enable Misc1 and Misc2 fields. Label them Family Phone and or Friend Phone. Save then close the menu.

Field	Label
<input checked="" type="checkbox"/> Area	Area
<input checked="" type="checkbox"/> Room	Room
<input checked="" type="checkbox"/> Note	Note
<input checked="" type="checkbox"/> Using Misc 1	Cat
<input checked="" type="checkbox"/> Using Misc 2	Dog1
<input checked="" type="checkbox"/> Using Misc 3	Family Phone
<input checked="" type="checkbox"/> Using Misc 4	Friends Phone
<input type="checkbox"/> Using Doctor	
<input checked="" type="checkbox"/> Using Nurse	Nurses

2. Go to any patient currently in your Text-Messaging Patient list, you should see the two new fields you created. Add #'s to them as necessary and Save.

First Name \* Elmer  
 Last Name \* Rhodes  
 Dog1  
 Gender  Male  Female  
 Note different note  
 Appt Date/Time  
 Date of Birth \* 01/07/1948  
 Contact Name  
 Nurses Barbara  
 Type Infection  
 Area Lobby UC

Text To # 4145882264  
 Pager #  
 Email address  
 Cat  
 Family Phone 2624502456  
 Friends Phone 4145882265  
 Alert1 YES  
 Alert2 Labs 2  
 Alert3 Labs 2  
 Alert4 Labs 2  
 Alert5  
 Alert6

Save Cancel

3. Go back to the Text-Messaging Center. Now click on the Patient's Name.

### Text Messaging Center

Patient	Location	Appt Time	Text To Number	Type	Doctor
Rhodes, Elmer	Lobby UC		4145882264	Infection	

4. You can now highlight the Family or Friends number and right-click to copy or hit CTRL C. Click the back arrow on the browser to get back to the Text-Messaging Center.

Patient Detail ⓘ

**Patient Detail**

Name:	Rhodes, Elmer
Dog1:	
Gender:	M
DOB:	01/07/1948
Appt. Time:	
Area:	Lobby UC

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Note:	different note
Nurses:	Barbara
Text To:	4145882264
Pager#:	
Cat:	
Family Phone:	2624502456
Friends Phone:	4145882265
Type:	Infection
Alert1:	YES
Alert2:	Labs 2
Alert3:	Labs 2
Alert4:	Labs 2
Alert5:	
Alert6:	
Email Address:	

5. You can now paste the phone number into the extra phone number field and also type in a manual text and SEND. The patient will not receive the text.

Send a text to: [Select all patients](#) [Clear all numbers](#)

Select patients or staff from the left...

2624502456

Message is related to patient:

N/A - Not Related to a Patient Visit

Message: [Clear](#)

Your son is being moved to ICU due to complications, please make your way to the East wing, room 204ICU.

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**NOTE:** Up to 5 number can be added to the Patient's "Text to Number" but when selected in the Text-Messaging Center, they are all going to be sent the same message. This simple process keeps the numbers separate in case of sensitive information from either the Patient or so only the Patient can see.