

Flu Shot Clinic | Patient Reminders

Learn how to setup Patient Reminders for vaccination visits quickly and easily. Please note, if you would like to develop more complex workflows than the one described here, please complete an [Account Review Request](#) to connect with a Practice Consultant.

Streamline Your Workflow with Patient Reminders

Adding automated Patient Reminders helps reduce no-shows and keeps your clinic running smoothly. Follow the two steps below to get setup.

1. **Create a Reminder Template** with appointment details, payment (if needed) and clinic policy for remaining on-site
2. **Create a Reminder Rule** to automatically trigger for the right patients at the right time

Sample Reminder Template

Template Name: Flu Shot – Appointment Reminder

Subject Line: An appointment reminder for your upcoming Flu Shot

Salutation: Dear @ptPreferredOrFirstName,

Email Body:

This is a reminder for your upcoming flu shot appointment on Date: @apptDate at Time: @apptTime

Your flu shot appointment at **[enter clinic name]** is at the following address:

[enter clinic address]

Please click the blue link below to confirm your appointment. When confirming, please ensure that you can remain at the clinic for 15 minutes following your appointment.

[weblink]

If you need to cancel or reschedule your appointment, please call the clinic during regular clinic hours as soon as possible. You can reach us at **[enter clinic phone number]**.

Note: This is an outgoing email only. Please do not reply to this email. If you have any questions or concerns, please contact our office directly.

Sample Reminder Rule

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| Rule Name | Flu Shot Appointment Reminder |
| When Should the Reminder be Sent? | 1 Day Before the Appointment |
| How Should the Reminder be Sent? | Email (or consider sending your reminders by 'Email and Text Message' if you do not have the email address for many of your patients) |
| Messaging Template | Flu Shot – Appointment Reminder |
| Rule Conditions | Create a Rule Condition: Send if Provider is “Flu Shot” |