Patient Flag Alerts

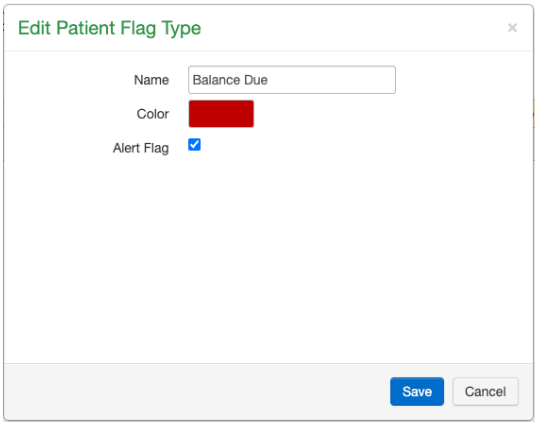
Last modified on 12/16/2024 7:05 pm EST

Set up patient flag alerts so that designated flags appear for patients or appointments that have been assigned those flags.

Set up patient flag alerts

1. Select **Patients > Patient Flags**.

   You can add the alert to existing flags or when you create a new flag.
2. Select the **Alert Flag** checkbox.
3. Select **Save** (if adding to an existing flag type) or **Create** (if adding to a new flag type).

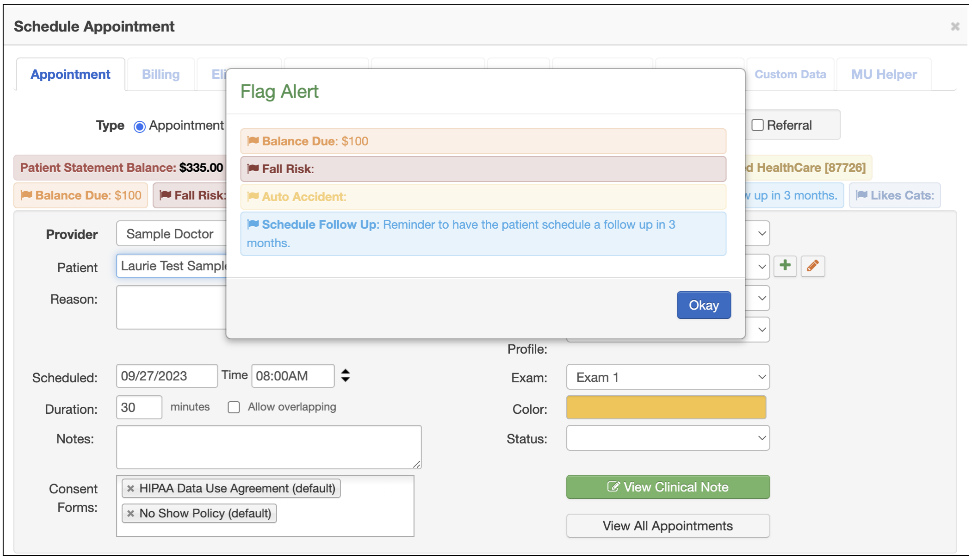


When do patient flag alerts appear?

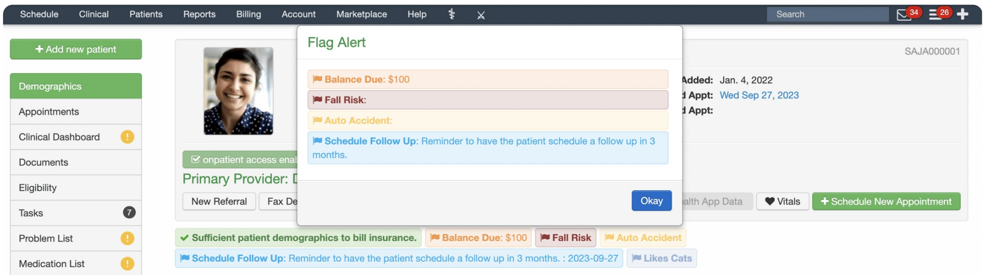
When you acknowledge the alert by selecting **Okay** in the **Flag Alert** window, the alert appears only once per login session and then does not appear again; otherwise, the alert continues to occur and each occurrence is logged in the **Audit Log**.

Patient flag alerts appear when you:

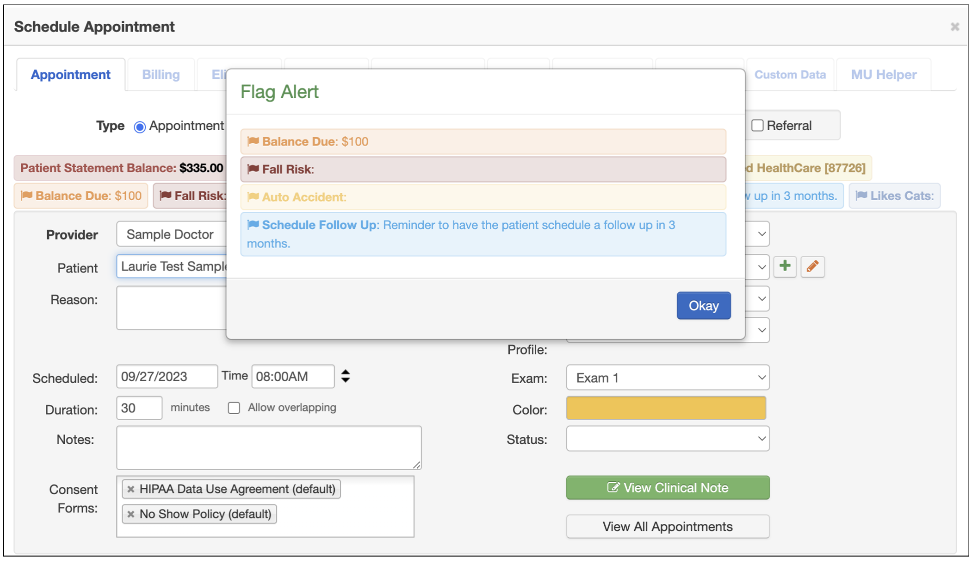
- Schedule an appointment after you enter and select the patient



- Open a patient's chart



- Select an appointment with an appointment flag alert



View audit log reports

In the **Audit Log**, you can view where the flag alerts were accessed and that they were acknowledged when the user selected **Okay** in the **Flag Alert** window.

Audit Log Report

Patient's Name | Username | (All log types) | 09/21/2023 | 09/28/2023 | Update Filter

View Last: Day | Week | Month | Year

Export to File

PAGE **1**

Date	Time	Patient	User	Type	Action	Details	IP
09/27/2023	05:28:26 PM EDT	100103542 (Laurie T. Sample) [SAJA000001]	258700 (sampledoctormd)	Appointment	Read	Acknowledge the Flag Alert from Appointment Popup Window	2600:4040:b43a:5900:71b
09/27/2023	05:28:24 PM EDT	100103542 (Laurie T. Sample) [SAJA000001]	258700 (sampledoctormd)	Appointment	Read	Accessed Flag Alert from Appointment Popup Window	2600:4040:b43a:5900:71b
09/27/2023	05:28:24 PM EDT	100103542 (Laurie T. Sample) [SAJA000001]	258700 (sampledoctormd)	Appointment	Read	Opened the appointment	2600:4040:b43a:5900:71b
09/27/2023	12:49:36 PM EDT	100103542 (Laurie T. Sample) [SAJA000001]	258700 (sampledoctormd)	Chart	Read	Acknowledge the Flag Alert from Patient Chart page	2600:4040:b43a:5900:71b
09/27/2023	12:48:46 PM EDT	100103542 (Laurie T. Sample) [SAJA000001]	258700 (sampledoctormd)	Chart	Read	Accessed Flag Alert from Patient Chart page	2600:4040:b43a:5900:71b
09/27/2023	12:48:43 PM EDT	100103542 (Laurie T. Sample) [SAJA000001]	258700 (sampledoctormd)	Chart	Read	Opened patient's chart	2600:4040:b43a:5900:71b