

Hygienist recalls

1. To find all the patients who are due to see the Hygienist go to 'Find Record' and type in the '**hyrec**' your recall month i.e. May 06, then press enter. This will find all the hyg recalls for this month.
2. The screen you are on now will give you an option to mail merge this group (top right hand corner), click on this option.
3. You should have a Hyg recall option (note you will have to add this to your own mail merge choices), please select this option.
4. You should now see in front of you a copy of the hyg recall that you will be sending to this group of patients, please select '**Use**'
5. When you get to this stage you will probably only want to send letters to patients who do not have hyg appointments already, so click on the option that already says '**Check all appt book**', keep clicking on this option until you come to '**Ignore Dentist Appt book**', this means recalls will only go to patients who are due hyg appts and do not have appointments for the hygienist in the appt book already, even if they have an appointment for the dentist.
6. Now click on '**Dae it**'
7. Then you will have a list of all the patients who are about to receive recalls and then just click '**continue**' and then select print.
8. Your emails will be ready for sending at this point too, they will be in your items to be sent but you must remember to do a send and receive.