

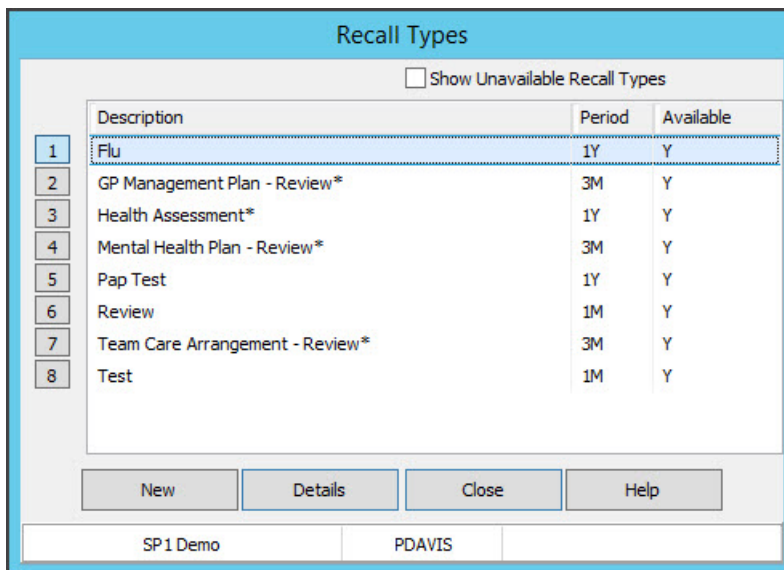
# Set up recall types

Last Modified on 03/06/2024 9:52 am AEST

Set up recall types so that doctors can enter recalls and office staff can print the **Recall Report**.

To add a recall type:

1. Go to Zedmed's **Management** tab.
2. Select **Practice Setup > Recall Types**.
3. Select **New**.



	Description	Period	Available
1	Flu	1Y	Y
2	GP Management Plan - Review*	3M	Y
3	Health Assessment*	1Y	Y
4	Mental Health Plan - Review*	3M	Y
5	Pap Test	1Y	Y
6	Review	1M	Y
7	Team Care Arrangement - Review*	3M	Y
8	Test	1M	Y

4. Enter a **Description** for the recall.
5. Select the **Period** of time that will elapse before the recall matures.

Each recall has a First Letter that can be followed by a reminder letter afterward (say, one month).

6. Add information to the letter.

Each recall letter's content is a mail merge field that is specific to that recall, and you can type text into the space provided to appear in the middle of that letter.

This text will be inserted into the body of the FRM Recall Letter template, which is stored in the Patients/Document folder. You can edit this form letter to add a letterhead, say, via Practice Setup/FRM Documents using MS Word.

7. Select **Close** to save and exit.