

Send a manual recall

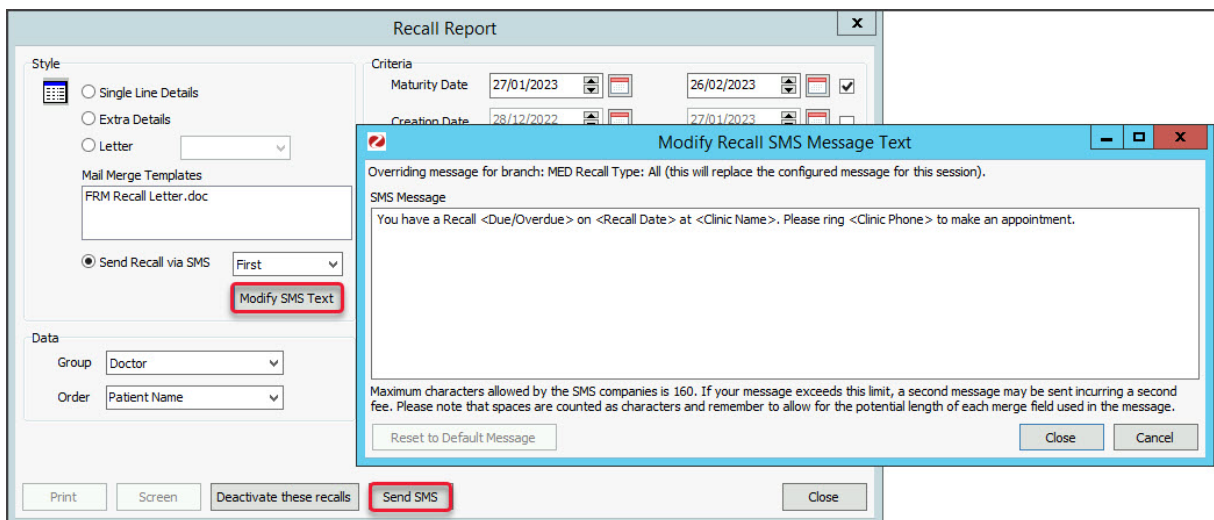
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Practices can manually send SMS recalls to patients using the Recall Report by selecting the criteria for who will receive the reminder then selecting send SMS.

The standard for most practices will be to **set up scheduled recalls**. To learn more about recalls, see the **Admin section**.

To send an SMS recall:

1. Open **Zedmed Office**
2. Select **Management**.
3. Select **Reports > Recall Report**.
4. Select **Send Recall via SMS**.
5. Select **Modify SMS Text** to see the content of the text.
6. Select **Send SMS**.



The screenshot shows the 'Recall Report' window with the 'Style' section on the left. Under 'Style', 'Send Recall via SMS' is selected, and the 'Modify SMS Text' button is highlighted with a red box. The 'Criteria' section shows 'Maturity Date' as 27/01/2023 and 'Creation Date' as 28/12/2022. The 'Data' section shows 'Group' as Doctor and 'Order' as Patient Name. The 'Send SMS' button at the bottom is also highlighted with a red box. A modal dialog box titled 'Modify Recall SMS Message Text' is open in the foreground, showing the 'SMS Message' field with the text: 'You have a Recall <Due/Overdue> on <Recall Date> at <Clinic Name>. Please ring <Clinic Phone> to make an appointment.' The dialog box also includes a 'Reset to Default Message' button and 'Close' and 'Cancel' buttons.