Creating a patient flag

- **I want to flag patients whose medical card is not valid for our surgery**

Use Tools>GMS Duplicate manager to create a list once a month or so.

- **I want to flag these patients to reception and clinicians when they next attend**

Several options:

1. Create an alert in Configuration tool- creates a pop up alert whenever file opened.
2. Create a comment for the patient by Rt clicking their name in Patient Selector and selecting Patient comment/ alert, typing the agreed message to staff and checking the '!' box to change the background colour of the patient details in the Patient Selector. Care not to use this function for more than one or two different alert functions. The comment can be displayed in a column of the Patient Selector by clicking on 'Configure' on the bottom of the \Patient Selector screen and ticking
the Items 'Comments' and 'Comments content'.
3. If your staff tend to ignore alerts, but you want to make sure they are always reminded about a patient's status, you can create an administrative transaction but forward date it, say to 01/01/2030
as you create the transaction. Enter an item e.g. 'Comments' or 'Important information' and type your message to the clinician. Then set the severity index to 1 or more. Now the last contact anybody opening the file will see is your notification in red…at least until 2030.