

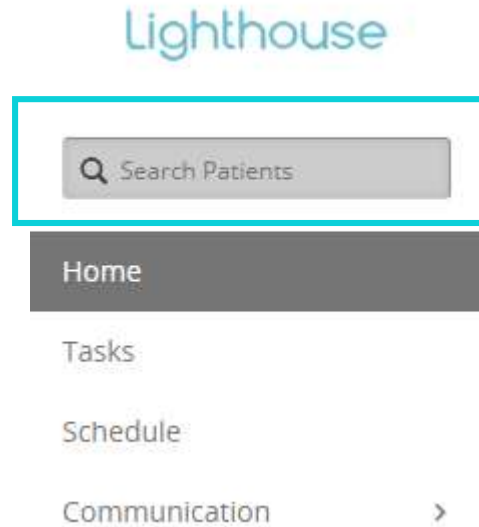
CREATING TWO WAY TEXT PRESET MESSAGE

Login to home.lh360.com

01

From the menu bar on the left of your Dashboard, use **SEARCH PATIENTS**

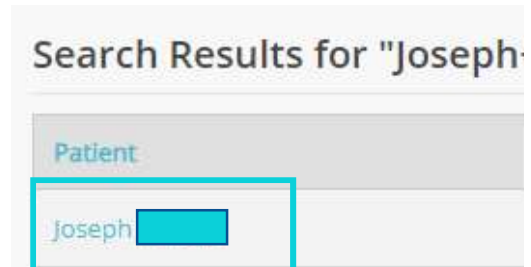
You can search any patient by name.



02

From there you can see your **SEARCH RESULTS**

Select patient by clicking on their name.

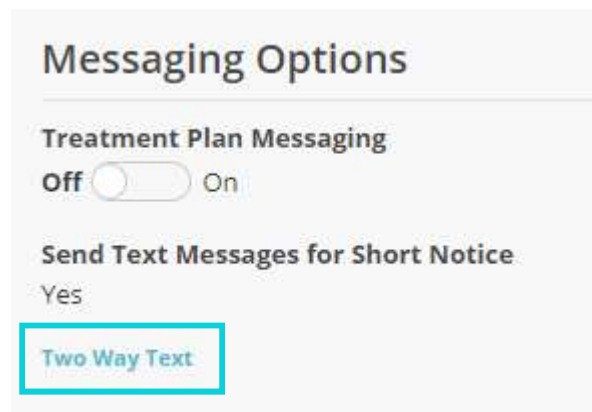


03

Once you select the patient name it will take you to that Patients Record.

Under **MESSAGING OPTIONS** you will find **TWO WAY TEXT**. (This will only appear if the patient has a cell phone on record.)

Click on **TWO WAY TEXT**.

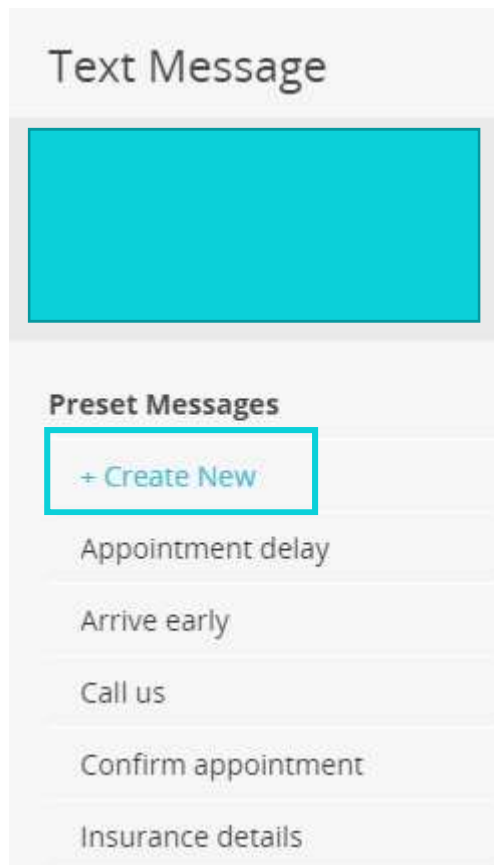


CREATING TWO WAY TEXT PRESET MESSAGE

That will open our **TWO WAY TEXT** option.

On the Left you will see our **PRESET MESSAGES** option.

We want to focus on + **CREATE NEW**



04

CREATING TWO WAY TEXT PRESET MESSAGE

05

Once you hit + **CREATE NEW** it will open up to a field that requires a name and message.

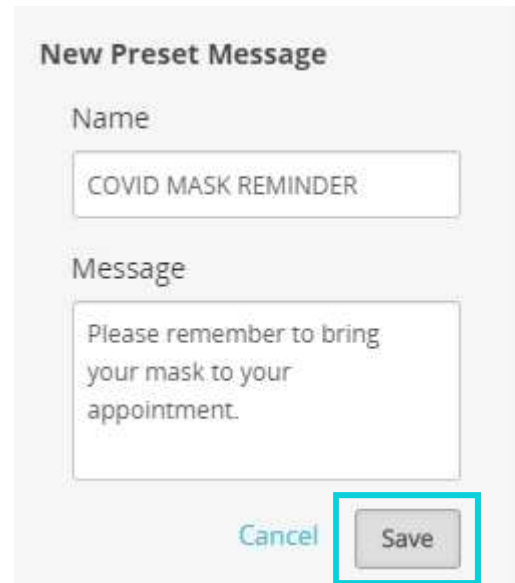
An example would be:

NAME:

COVID MASK REMINDER

MESSAGE:

Please remember to bring your mask to your appointment.



New Preset Message

Name

COVID MASK REMINDER

Message

Please remember to bring your mask to your appointment.

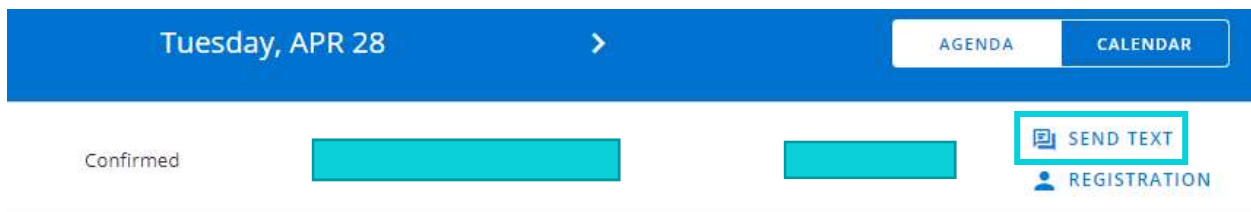
Cancel Save

Once completed select **SAVE**.

06

These messages that you create will now show in your Preset Messages AND shortly, some post-COVID preset messages will be added to your dashboard by Lighthouse.

Now moving forward if you have an announcement that needs to be sent to your patients, either the day of or the day prior to their appointment. You can go to the **SCHEDULE** and choose **SEND TEXT** on a per patient basis.



Tuesday, APR 28 >

AGENDA CALENDAR

Confirmed [Redacted] [Redacted] SEND TEXT REGISTRATION

Confirmed [Redacted] [Redacted] SEND TEXT

Preset Messages

+ Create New

COVID MASK REMINDER

Appointment delay

Please remember to bring your mask to your appointment.

Send