



MedicalDirector[®]
CLINICAL

SMS Reminders Setup Guide
MedicalDirector Clinical

About

SMS Reminders is a component of MedicalDirector Clinical that allows you to send SMS messages to mobile phones. Message transfer is managed by MessageNet, with whom you must register in order to send SMS messages.

Registering SMS Reminders

MedicalDirector Clinical uses a third-party SMS service to send SMS messages. In order to use this SMS functionality from within MedicalDirector Clinical, it is a requirement that you register your use of the service.

Before You Begin

Ensure you have an active Internet connection. If your organisation uses a proxy server to connect to the Internet and this requires authentication, have these details ready. Please contact your System Administrator if required.

Setup Overview

There are two components to initialising/upgrading your SMS registration:

- A. [Initialising](#) the new SMS registration from within MedicalDirector Clinical.
- B. [Configuring](#) your proxy in order to send scheduled SMS messages.

A. Initialising the new SMS Registration from within MedicalDirector Clinical

1. Select **Correspondence > SMS > Setup**. The **Configure SMS Account Details** window appears.

2. Click **Register for SMS**. The **Register SMS Reminders** prompt appears.

3. Enter a new Username and Password and then click **Register**. The registration information you enter will be validated immediately, and if invalid you will be prompted accordingly.
4. Your Internet browser will open, and attempt to connect with the MessageNet web page for SMS registration. On the registration form, the Practice ID and Practice Name fields should be automatically populated with your relevant data, as shown below.

The screenshot shows the 'MessageNet/MedicalDirector Software Online Registration Request' form. At the top, it features the MessageNet and MedicalDirector logos. Below the logos, the title 'MessageNet/MedicalDirector Software Online Registration Request' is displayed, along with a note: '* Indicates required field'. The form is divided into several sections:

- Practice Information:** Practice Name (text input) and Practice ID (text input, pre-filled with '28022013').
- Postal Address:** Postal Address (text input), City (text input), State (text input), and Postcode (text input).
- Contact Details:** Title (dropdown), First Name (text input), Last Name (text input), Position (text input), Phone Number (text input), and Email (text input).
- Billing Contact Details:** A checkbox for 'Same as contact details', Title (dropdown), First Name (text input), Last Name (text input), Phone Number (text input), and Email (text input).
- Service Level:** A dropdown menu labeled 'Select Service Level'.
- Payment Type:** A dropdown menu labeled 'Credit Card Payment'.
- Payment Details:** Name of Cardholder (text input), Card Number (text input), Expiry Date (text input), and CCV (text input).
- Auto Top-Up:** A section explaining automatic top-ups with bullet points: 'The renewal will be in the amount of the previous purchase.' and 'Account holders paying by credit card will have their credit card charged.' It includes a 'Turn Auto Top-up On' radio button (selected) and a 'Switch Auto Top-up Off' radio button.
- Terms and Conditions:** A checkbox for 'T&Cs accepted'.
- Industry:** A dropdown menu currently showing 'Healthcare & Medical'.
- Comments:** A text area for additional remarks.



 At the bottom left, there are 'Continue' and 'Reset' buttons.

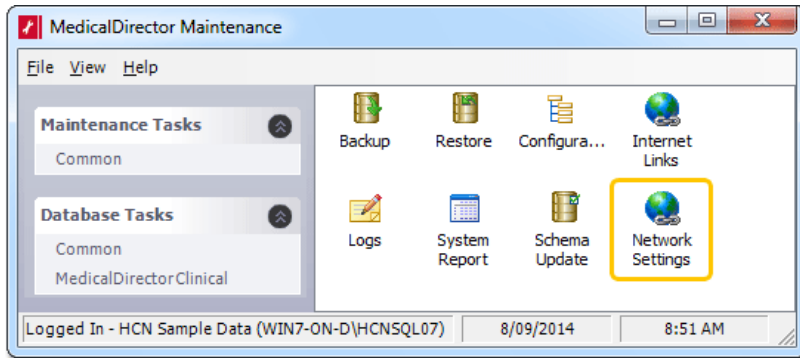
5. Once you have completed the registration form, click **Submit**. You will be sent a verification email to the email address you entered within the registration form (above).
6. Once you have received the verification email, return to MedicalDirector Clinical, and click **Verify Registration** to verify and save your registration information.

The screenshot shows a registration confirmation window. At the top, the 'Username' field contains 'A_Practitioner'. Below this are three buttons: 'Register for SMS', 'Verify Registration', and 'Change Password'. At the bottom, there is a checked checkbox labeled 'Registration completed' and a 'View Account Details' button.

7. Upon a successful verification you will be prompted accordingly.
8. Click **OK** to close the prompt.
9. On the Setup SMS Reminder window, click **Close**.

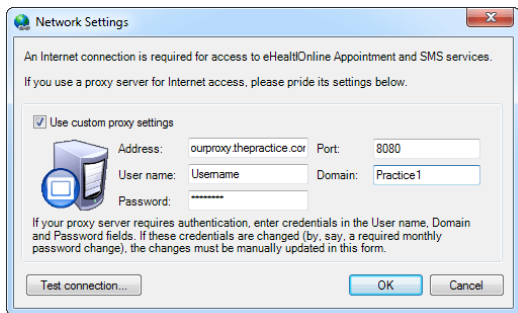
B. Configuring your proxy in order to send SMS messages

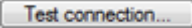
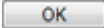
1. Locate and double-click the MedicalDirector Maintenance icon  on your desktop. The **MedicalDirector Maintenance** window appears.
2. Select the Maintenance Tasks > Common menu item.
3. Double-click the  (Network Settings) icon.



If this is the first time you have tried to run the Network Settings utility during this session of working in MedicalDirector Maintenance, you will be prompted to select a Configuration, and enter your Username and Password.

4. The **Network Settings** window appears. By default the Use Custom Settings... check box is un-ticked, and can remain so if you do not use a proxy server to access the Internet. However, if you do use a proxy server, tick the Use Custom Settings... check box, and then enter your server's details. Please consult your System Administrator if you require assistance with this.



5. Click  to test your computer's connectivity, based on the settings you have provided. You will be prompted as to the success of the test.
6. Upon a successful connection, click  to save the details and close the window.

Where to from here?

Detailed instructions about creating and sending SMS messages from MedicalDirector Clinical, creating SMS message templates, and viewing log files, are available in the Help menu. Press F1 from within MedicalDirector Clinical, and search for "SMS".