

Using the Reactivation List

Use the Reactivation List to reach out to patients you haven't seen in a while and are due for a recall at your office.



ENABLE THE REACTIVATION LIST

In Setup, Advanced Setup, Show Features, enable the Reactivation List.



SET THE DEFAULTS

Determine which patients appear in the reactivation list and other settings in the Reactivation List Defaults



RUN THE REACTIVATION LIST

Run the Reactivation List, and filter as needed, to find the patients you would like to reach out to.

REACH OUT TO PATIENTS
Preferred recall information is listed directly on the Reactivation List. You can also create mailing labels, postcards, and emails from the list



SCHEDULE AN APPOINTMENT

If you reach the patient and they would like to schedule, great! Get them scheduled and back in the office!



MARK PATIENT AS INACTIVE

OR if you can't reach the patient or you do and they don't want to schedule (maybe they've moved). The patient should be marked as Inactive.