

Leave Staff Comments for your team

Purpose: Document follow-ups and decisions for later review.

Steps

1. Open the call and scroll to the Staff Comments box.
2. Type your note, for example, "Spoke with patient. Needs to discuss prescription with provider."
3. Click Save.

What you will see on this page

- A list of saved comments with timestamps.

Tips and good practice

- Keep comments short and action-oriented.
- Mention names or dates that others will search for later.

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