How to Utilize NexHealth Calendar & Text/Email Campaigns

(Important to know when you don't have direct access to your schedule)

In the event that you can't get to the office due to unexpected office closure or other reasons, please refer to the NexHealth Article Links below on how to access your patient schedule, patient contact information as well as sending out text/email campaigns to announce your office closing.

To request a post for your social media, please contact your Marketing Specialist

Rachel Poag: <u>Submit Here</u> OR email her directly at rpoag@gps.dental.

Cherie Soileau: Submit Here OR email her directly at csoileau@gps.dental.

The NexHealth dashboard allows you to access this information from anywhere, so it is important that your team knows their login information.

To login to NexHealth: Click Here

To view your schedule, there are two ways to access this information. The patients scheduled can be found on the homepage of the NexHealth dashboard, their information will be listed at the bottom of this page:

nexhealth Messages	Online Booking	Patients	Payments	Calendar	Waitlist	Templat	es Campa	igns	Forms	Analytics	Setup •	••	BOLT FA	IMILY DENTAL 🛛 🧶
Activities to review V			III STATS											Last 7 days 🦳 < >
Looks like you have r	no activities here.		Weekly patient Total over the las	growth t 7 days: 4					6	Booked	6 via NexHealth >	160 Appointments reminded	49 Appointments confirmed >	3 Recalls >
As patients request appointments, send messages, complete reviews, you should see it here. You will get email notifications as well as Google Chrome notifications.									4	No-sho	2 pw follow-ups >	Cancellation follow-ups	0 Patient satisfaction >	50 Payments via NexHealth
			Tue Jan 24 J	Wed an 25 J	Thu in 26	Fri Jan 27	Sat Jan 28	Sun Jan 29	0 Mon Jan 30					
			Reminder Responses										Jan 30, 2023 ∨	
			3 Pending 1 Confirmed Via Office		4	4 Cancelled 1 Custom Response			16 Confirmed Via NexHealth 2 No response					
			PATIENT'S NAME John Wilson			APPT TIME EMAIL				CELL	SEN	ID OPT-OUT	RESPONSE	
						8:00 AM fake@boltfamilydental.			.com (859) 324-0617		517 Sele	ect 🗸 Select 🗸	Confirmed V	ia NexHealth

OR you can click the Calendar Tab in the NexHealth Dashboard. To view the patient's contact information just click on their name.

nexhealth Message	s Online Booking	Patients	Payments	Calendar	Waitlist	Templates	Campaigns	Forms	Analytics	Setup	•••	BOLT FAMILY DENTAL 🎯 🥌
Month Week	Day					< то	day >					January 29, 2023 FILTER ~
						Sund	day					
6 AM												

How do I send a text and/or email campaign? Click Here

How do I re-use a campaign? Click Here

(There are some template options already made available in the dashboard under campaigns that you can use if you don't wish to start from scratch.)

How do I message a patient directly? Click Here

For more help, please visit the <u>NexHealth Help Center</u>.