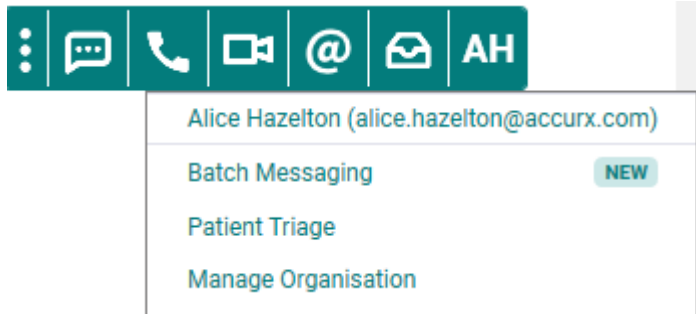


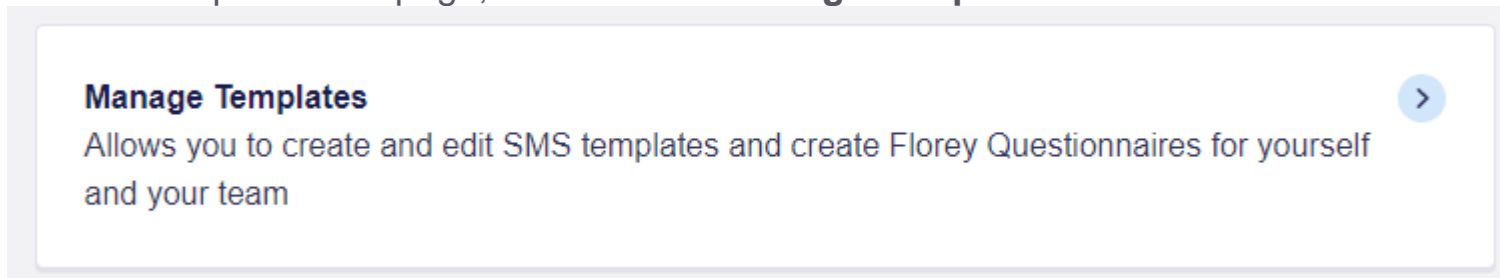
Accurx Template

See how to create new templates, how you can group them and much more!

1. On your Accurx Desktop click on your initials followed by 'Manage Organisation' 



2. This will open a web page, here click on 'Manage Templates' 



3. To view your **own** templates click '**My Templates**' - these are only visible to you and cannot be accessed or edited by anyone else

[Accurx Practice \(29392\)](#) / Manage templates

Manage templates

My Templates

Accurx Practice (29392) Templates

Accurx Templates

Accurx Practice (29392) Floreys

My Templates

Here you can create your own templates and they will appear in the software for you to use. Each message will still have a greeting (e.g. Dear and a signature (e.g. Accurx Practice (29392)), so you won't need to create these!

Create New

Template
name

Details

Category Availability

Actions

4. To view **your practice templates** click the tab which has your practice name e.g. Accurx Practice Templates - these can be seen and edited by anyone in the practice

[Accurx Practice \(29392\)](#) / Manage templates

Manage templates

My Templates

Accurx Practice (29392) Templates

Accurx Templates

Accurx Practice (29392) Floreys

Accurx Practice (29392) Templates

Here you can create your own templates and they will appear in the software for you to use. Each message will still have a greeting (e.g. Dear) and a signature (e.g. Accurx Practice (29392)), so you won't need to create these!

[Create New](#)

Template name	Details	Category	Availability
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5. To create a new template click '**Create New**', or to edit/delete a template click '**Edit**' or '**Delete**'


Create New


Template name	Details	Category	Availability	Actions
Asthma review	Your annual asthma review is due. Please book an appointment by calling reception.		<input checked="" type="checkbox"/> Individual <input type="checkbox"/> Batch	Copy Edit Delete

6a. Both '**Create**' or '**Edit**' will open the template editor, where you can add/edit your template and also add a SNOMED code:

SNOMED code (optional)


No SNOMED code 

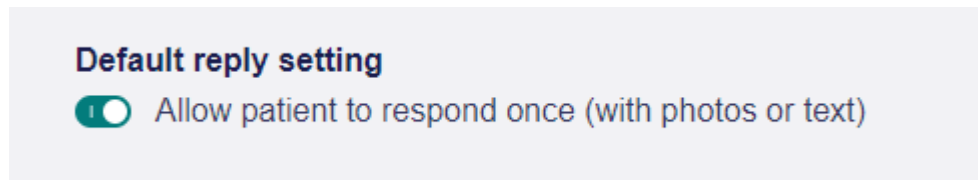
If you can't find the code you're looking for, [let us know](#)  .


If the SNOMED code you would like to add isn't on the dropdown list then please fill in this form here 
[SNOMED request form](#).

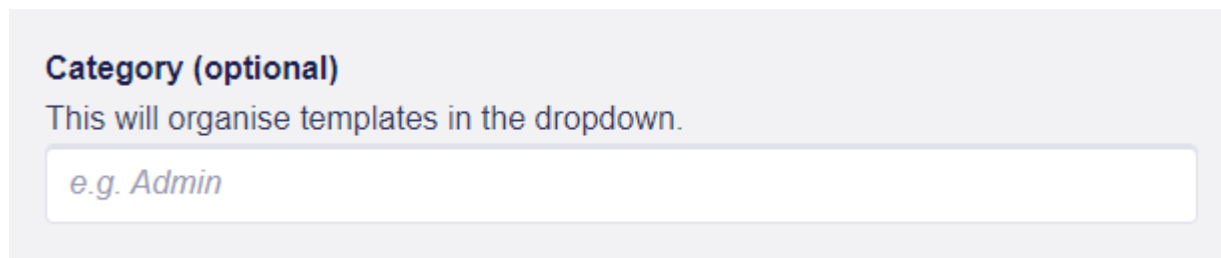
You can also email us at support@accurx.com with the numerical code you'd like us to add, and the context you'd use it in, we can forward this request on to our clinical lead who adds new codes every few months

6b. Both '**Create**' or '**Edit**' will open the template editor, where you can:

- Allow patients to **respond to your message** with text and/or up to 5 photos - click on "Default reply setting" as shown  **If you wish for patient's not to reply then you can untick the 'Default reply setting'.**



- **Group your templates** by typing under "Category" the title of where you'd want to organise your templates in the drop-down menu. 



7. Once saved, any changes should appear in your template dropdown list in Accurx Desktop:

The screenshot shows a 'Compose a message' window with the following details:

- Header:** Compose a message (with window controls)
- Patient Name:** POWER, Michelle (Mrs)
- Patient Info:** NHS: 289 646 0683 · DOB: 15-Sep-1926 (95y) · Gender: Female
- Contact:** Mobile 07894561230
- Consent:** Consent
- Search:** Search for 'asthma' with a 'Browse' button.
- Filter Tabs:** All Templates (selected), Florey Questionnaires, Pathways
- Categories:**
 - Created by your practice**
 - Admin
 - Asthma appointment
 - Created by accuRx**
 - Asthma ACT Questionnaire
 - Asthma RCP Questionnaire
 - accuRx top templates**
 - Asthma review invitation
 - Chronic disease annual review reminders**
 - Asthma annual review
- Form Options:** Allow response
- Footer:** Save to record, Send now

7b. Patients can also respond to the message; you can click on the 'Allow Response' box.



8. Suggested CPP invitation message draft – feel free to use or edit this:

Screening by the practice has identified that you MAY be eligible for the FREE new Cardiovascular Disease Prevention Programme. This helps you reduce your risk of heart disease, lose weight and improve your blood pressure. For details see <https://momentanewcastle.com/cpp-bsol>
If you are interested, please sign up quickly as places are limited.

Note: You can replace the url with this shorter bitly link if you prefer <http://bit.ly/3YRKQyY>