

# Reduce DNAs with Mjog appointment reminders

From our platform, you can select how many days in advance of an appointment you want to send reminders to patients. You can turn appointment reminders on or off as needed.

## How to send text reminders

1. From our platform homepage, click **Settings**
2. Select the **Messages** tab and click **Change when my messages are sent**
3. Next, select the **Text Options** tab:

### Turning appointment reminders on / off

In the 'When to send Text reminders' section, you can uncheck the boxes of any days that you do **not** wish to send text messages on - e.g. weekends. Typically, it is best to uncheck any days when patients cannot contact you about their appointment.

### Confirmation Messages

In addition to the appointment reminders, you can send patients Confirmation messages. These are mostly sent when an appointment is booked (if it is within the next seven days).

### How to switch on confirmation messages

Select the **Confirmation** check box  
Click **Save Settings**

Patient management, simply done

