

# reminderXchange

*interactive messaging*

office generates  
contact list

office uploads list  
and wording

messages  
approved/sent

## What exactly is a message blast?

A message blast is a customized message sent to whomever you wish. You already send reminders but what if you wanted to send an important notification to your entire patient population? A message blast is a quick, convenient way to accomplish this.

## Why would I need to send out a message blast?

Say you're office is moving to a new location and you wanted all your patients to have the new address. Simply go through the steps on the Message Blast tab of the website to initiate sending out the notifications.

### EXAMPLES OF USE

- New office location notification
- Change in staff notification
- New pre-visit procedure/instructions
- Expansion of care or treatment notification

- First, generate a contact list containing all of the people you wish to receive the message and their phone number, email address or cell phone number.
- Next, type in the desired wording for the outgoing message the people will receive.
- Then select which message type(s) are to be used. You may choose phone, email, text or all three.
- Select/upload your contact file and submit your info.

The reminderXchange support team will then generate your new message and contact you for approval. A \$50 setup fee applies to this service for each new message that is prepared and processed. Lists over 500 lines are charged an additional 10 cents per line after line 500.

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