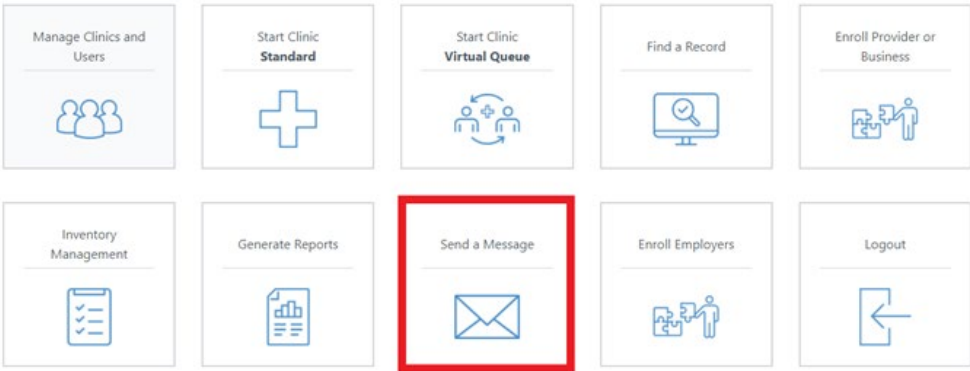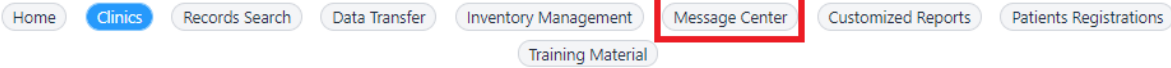# PrepMod Message Board Quick Reference

Note: This quick reference guide explains how to use the Message Board tool to send a message to patients in PrepMod.

1a

Manage Clinics and Users	Start Clinic **Standard**	Start Clinic **Virtual Queue**	Find a Record	Enroll Provider or Business
Inventory Management	Generate Reports	**Send a Message**	Enroll Employers	Logout

1b

Home · Clinics · Records Search · Data Transfer · Inventory Management · **Message Center** · Customized Reports · Patients Registrations · Training Material

Message Center

2 Select Target

● Clinic Patients   ○ Users

3 Select Clinics

Yellowstone - Metrapark Expo Center (02/04/2021) ✕

4 Select Patient Type:

a ● All Registered   **b** ○ Confirmed Patients   **c** ○ Waiting List   **d** ○ Vaccinated

5 Enter Subject

Metra Clinic 2/4/2021 - Detailed Information

6 Enter Body

Hello,

You signed up for the upcoming mass vaccination event at the MetraPark Expo Center. Below are some details that you need to be aware for the day of the clinic.

1. Please arrive 15 minutes prior to your appointment to fill out paperwork and complete health screening. Please do not come early.

2. Come in the south entrance

Choose File   No file chosen

7 Submit

Steps to Follow:

1. Access the Message board functionality from one of two ways
   a. Click on the **Send Message** from the main PrepMod screen
   b. In the top menu, click **Message Center** if you are in another workflow screen.

2. Select your Target as **Clinic Patients**.

2. Search for your clinic in the **Select Clinics** search box or type in the **Clinic ID**.
   a. Workflow tip: You can find the Clinic ID on the **Clinic Search page**.

4. Select the correct patient type

   a. **All registered** = All patients with a timeslot and waiting list patients (if you enabled waiting list)
   b. **Confirmed patients** = Patients with a confirmed timeslot
   c. **Waiting list** = Patients who put themselves on the waiting list (if you enabled waiting list)
   d. **Vaccinated** = Patients whom you vaccinated and then documented the vaccine in PrepMod

5. Enter an appropriate subject line

6. Enter your message body

7. Select the **Submit** button to send your message