Barnestorm Messaging & Reminders

Send in-app messages, texts, emails, Care Champ messages, and pop-up reminders—all from the **Messaging** screen.

☐☐☐ Watch Video: Messaging

What This Screen Does

- **Barnestorm Message (in-app):** Instant pop-ups + Main Menu banner while users are logged in.
- **Text Message (SMS):** Sends to an employee's phone (160-character limit).
- **Email:** Sends to an employee's email and can include attachments.
- **Care Champ:** Sends to Care Champ users on the mobile app.
- **Reminders:** Create personal pop-ups for yourself at a set date/time.
- **Schedule delivery:** Send now or at a future date/time.

Important: Point of Care (POC) users must **sync** to send/receive Barnestorm Messages. For Text/Email, an internet connection is required at send time.

Quick Start

- Open **Messaging** ☐ click **New Message** or **New Reminder.**
- Select delivery type: Barnestorm Message, Text, Email, or Care Champ.
- Choose recipients: Employee(s) or a Team.
- Fill in **Subject** and **Message** (patient chart optional).
- Click **Send**.

Setup for Text & Email (One-Time)

- Go to **Codes > Other Basic Codes > Employees** and select the employee.
- **Texting:** Enter a valid *Cell Phone Number* (carrier selection not required).
- **Emailing:** Enter a valid *Email Address*.
- Click **Save**.

Tip: For an email roster, go to **Reports > Employees > 03.56 Employee Email**.

Create a New Inner-Office Message

- Start from **Messaging** (New Message) or from *Referral* / the *taskbar mail icon*.
- **Required:** Recipient(s), Subject, Message. (Uncheck *Active Patients Only* to find discharged patients.)
- **Send To:** One or more employees, or a Team (see Employee Team Codes).
- **Delivery:** Send immediately or schedule for later.
- Click **Send**. (POC users must sync to send/receive.)

Receiving & Notifications

- Recipients see a pop-up (lower-right) and a red banner on the Main Menu.
- Click the pop-up to view. Use **Mark as Read** to stop repeats, or **Turn Off Alerts** to disable future pop-ups.
- Reply to sender, **Reply All**, or **Forward** to new recipients.
- You can also **Print** or **Delete** a message.

Send a Text Message (SMS)

- From **Messaging**, click **New Message** ☐ choose **Text Message**.
- Add recipient(s) set up for texting.
- Enter Subject and compose message (max **160 characters**).
- Click **Send** ☐ confirmation or error message pop-up appears.

Notes: Text replied **Will NOT** come back in Messages. Patient name/chart is *not* included in the text body. Recipients are charged per their carrier plan. Requires an internet connection at send time.

Send an Email

- From **Messaging**, click **New Message** ☐ choose **Email**.
- Add recipient(s) with a saved email address.
- Compose the email. (If a patient is selected, it will be included on the email.)

- Optional: click **Attach** to add a file.
- Click **Send**. Replies go to the sender's email address.

Send to Care Champ (EVV Customers)

- From **Messaging**, click **New Message** ☐ choose **Care Champ**.
- Select one or all users.
- Compose your message and click **Send**.
- User(s) receive the message inside the Care Champ mobile app.

Create a Personal Reminder

- Open **Messaging** ☐ click **New Reminder**.
- Patient (optional), then enter Subject and Message.
- Choose the Date/Time for your pop-up reminder.
- Click **Save**.
- At the scheduled time, a pop-up appears (lower-right). Click to **Dismiss**, **Snooze**, **Print**, or **Delete**.

Notes & Limits

- **Logged-in requirement:** In-app pop-ups only appear while recipients are logged in.
- **Teams:** Set up employee teams under *Codes* > *Other Basic Codes* > *Employee Teams*.
- **POC sync:** Required to send/receive Barnestorm Messages.
- **SMS limit:** 160 characters per text.
- **Text Items:** End users cannot text back to Office user.

☐☐ Related:

Employee Team Codes

Add/Change/Delete Pre-Typed Text

☐☐ Need help? Contact Barnestorm Support

Knowledgebase
http://kb.barnestorm.biz/KnowledgebaseArticle50318.aspx