



ieMR Advanced

Creating a Patient Letter

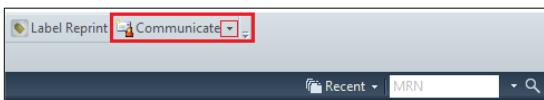
Quick Reference Guide

Please refer to your local work instructions before using this functionality.

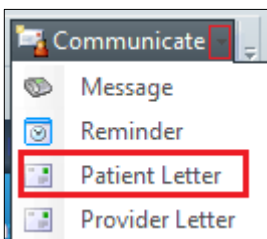
The Letter Template allows the user to create and modify a templated Queensland Health letter. These letter templates can only be sent to internal providers or printed.

Create a Patient Letter

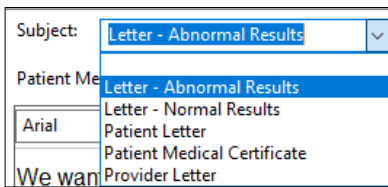
1. Open the Patient's chart.
2. Click *Communicate* drop down arrow.



3. Select *Patient Letter*.



4. Select the relevant *Subject* (template) from the drop down.




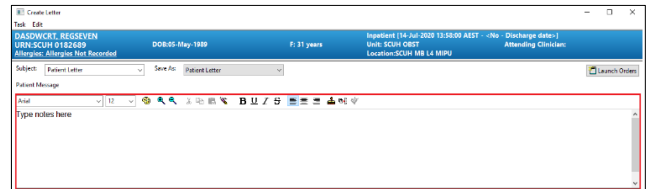
Note: Only two (2) subjects (templates) are prepopulated with a patient message

- Letter – Abnormal Results
- Letter – Normal Results

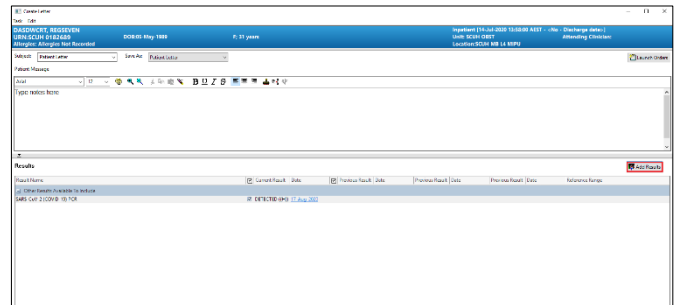
The below subjects (templates) are blank

- Patient Letter
- Patient Medical Certificate
- Provider Letter

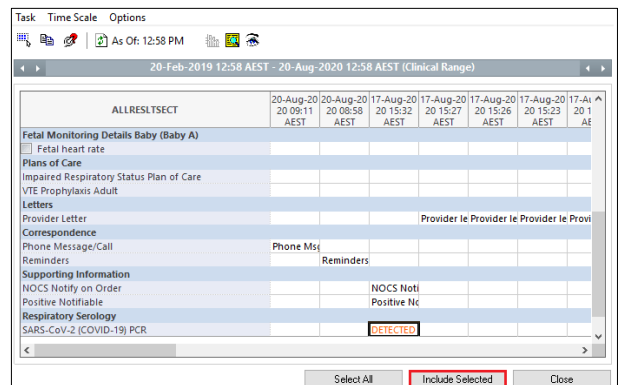
5. Within the *Patient Message* insert an auto-text template via the manage auto-text button  or document free text into the *Patient Letter*.



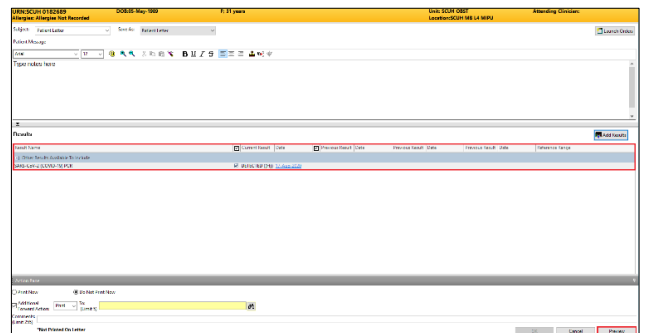
6. To add results to the provider letter, click *Add Results* button.



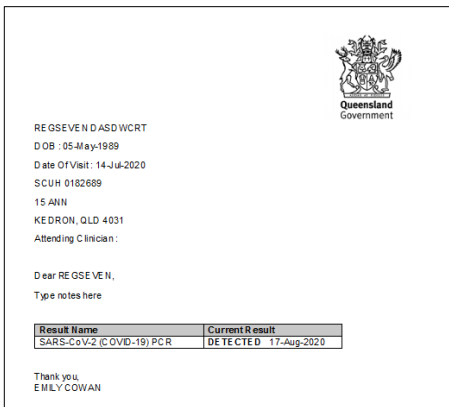
7. Select the *Results* you wish to add to the letter and click *Include Selected*.



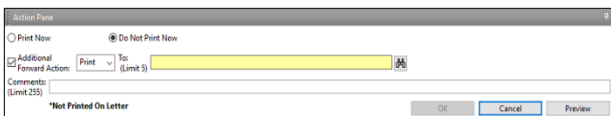
The result will appear in the results section.




- To preview the *Patient Letter*, click *Preview*. The Letter Print Preview will appear for you to revise.

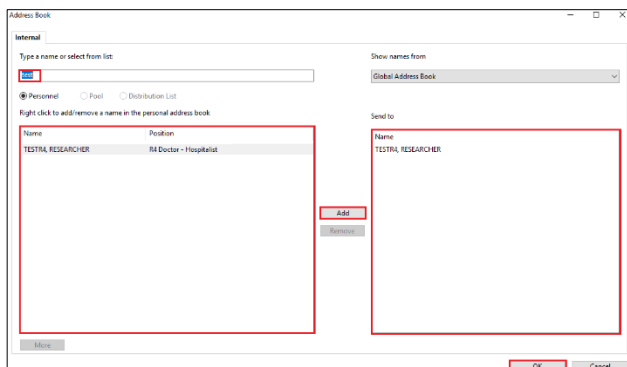


- Click *Cancel* once reviewed the preview.
- Within the *Action Pane*, there is the option to either **Print Now** or **Do Not Print Now** (if sending to another clinician through ieMR message centre).

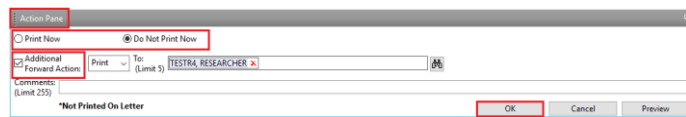


- If sending to another clinician through ieMR, click the *Binoculars*  and search for the clinician's name.

- Select the required clinician from the Address Book and click to *Add* the name to the *Send to* box on the right side.



- Click *OK*.
- The clinicians name will appear in the *Receipt* box at the bottom.



- To save and send the letter, click *OK*.
- The *Patient Letter* can be found in the *Documentation Tab, ContinuousDoc and Clinical Notes View*.

