

Dosing Settings PoCT IQC EQC Diagnoses A/C Clinicians Location Management **Letter Management** View Audit Trail

Letters

- Registered Practice
- Standard System letter Test
- Testing Location

Letter Content

Letter Name: Starting Treatment

Description:

B I U [Text Alignment] [List] [Link] [Font Size...] [Font Family...]

{Registered Practice - Practice Name}
 {Registered Practice - Address 1}
 {Registered Practice - Address 2}
 {Registered Practice - Address 3}
 {Registered Practice - Country}
 {Registered Practice - County}
 {Registered Practice - Post Code}
 {Registered Practice - Town}

Dear

Print Permissions

Who can print this letter?

- Clinical Lead
- Clinical Level 3
- Clinical Level 2
- Clinical Level 1
- Location Administrator
- Clerical 2
- Clerical 1

Template Fields

- General
- Last Treatment
- Patient
- Registered Practice
 - Address 1
 - Address 2
 - Address 3
 - All Address Lines
 - Country
 - County
 - GP Name
 - Post Code
 - Practice Name
 - Town
- Testing Location

New Copy Delete Edit Rename Preview ~~Print~~ Save ~~Undo~~ Cancel Insert Field

Give your letter an appropriate name and description for your users to find them (to rename an existing letter see bottom of the page).

Control who can print each letter by user permission levels (if none are selected the letter will not be available for any user).

Standard letters will appear with a padlock symbol and your letters without.

Free type your letter and format the text with the text toolbar.

Create a new, duplicate or delete an existing letter. (Letters with the padlock cannot be deleted).

Save the letter (all changes will be lost if you view a different letter, leave the letter management tab or log out and do not click save).

Edit selected letter content.

Highlight the data field you wish to appear in the letter and click 'Insert Field'. When the letter is printed the relevant data will merge from the patient's record onto the letter.

Rename previously created letter.

Cancel unsaved changes.