

Correspondence

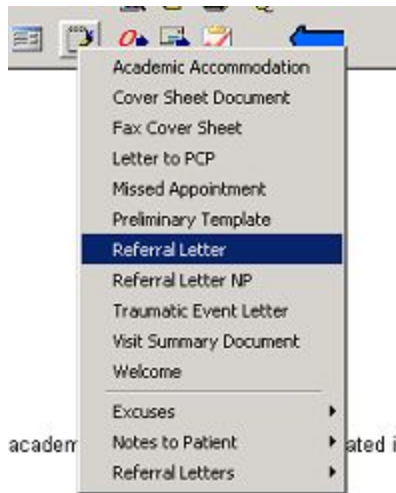
From the Clinical screen, find patient. Choose **Notes**.

The screenshot shows a clinical software interface. At the top, there is a menu bar with options: File, Reports, Billing, Patients, Appointments, Clinical, Documents, Communications, Tables, Tools. Below this is a 'PatientActivity' section with a 'Clinical' tab selected. A toolbar contains various icons for medical specialties and functions. On the left, a patient information panel shows 'Account: 10004' (circled in red), '601-125-5555', 'Na Test', 'DOB: 01/02/56', 'Age: 61', 'Sex: F', and 'Last Visit: 01/30/17'. Below this is a 'Schedule' section for 'February 10, 2017' with a table showing a visit at 9:00am in room EST with 'Test Gina'. The main area has tabs for 'Overview', 'Problems', 'Meds', 'History', 'Flow Sheets', 'Notes', and 'Documents'. The 'Notes' tab is selected, and a red arrow points to it. The 'Problem List' table has one entry: 'Attention-deficit hyperactivity d'. To the right of the table are buttons: 'Add Problem', 'Resolve', 'Delete Problem', 'Build List', 'No Problems', 'Show Notes', and 'Guidance'. A 'Medications' section is also visible on the right.

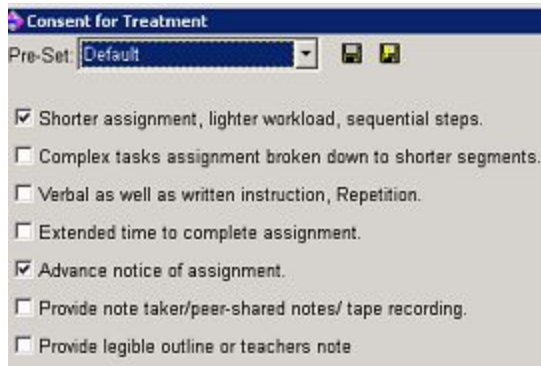
Click on **Correspondence** icon.

The screenshot shows a software toolbar with various icons. The icons include medical specialties (Derm, HEENT, Neck, Chest, Heart, Breasts, Abd, Pelvic, Rectal, Ext, Neuro, Ortho, Pulses) and functions (CPT, Labs, Imaging, Referral, Instruct, Handout, Meds, ASP, Note, Close, Alert, Pt Info, Queue). Below the icons is a navigation bar with tabs for 'Overview', 'Problems', 'Meds', 'History', 'Flow Sheets', 'Notes', and 'Documents'. The 'Notes' tab is selected, and the text '02/10/17 Academic Accommodation' is displayed. Below the navigation bar is a rich text editor with a toolbar containing icons for text formatting (Arial, font size 10, bold, italic, underline, bulleted list, numbered list, link, unlink, indent, outdent, undo, redo) and a red arrow pointing to the 'Correspondence' icon (a document with a double-headed arrow).

Choose desired form of correspondence from list.



Some correspondence will generate a list of instructions you may include in the letter if a box is checked.



If sending a referral letter, please check to make sure the referred physician's information is complete in the **Referring Physician** table.



Your correspondence will only populate fields such as address, etc., if they are in the table.

Referring Physician Table

Code: 0020

First Name: MICHELLE M.I.: N
Last Name: HORN
Organization:
Description: HORN, MICHELLE
Address:
cont'd:
City:
State: Zip Code:
Phone: -
Secure E-Mail:
Fax No:

Specialty: Unspecified
Category: Unspecified
Taxonomy Code:
UPIN: Type:
License:
NPI: 1518991090
Group NPI:
 Primary Care Physician
 In Network
 Do Not Use On Claims
 Inactive
Title:
Salutation:

Ins Enrollment

Communicate by: Mail Fax E-Mail None

Save Delete Label Cancel

Correspondence will also allow you to type directly into them.

CPT Labs Imaging Referral Instruct Handout Meds ASP Note Close Alert PI Info Queue

Overview Problems Meds History Flow Sheets Notes Documents



02/10/17 Traumatic Event Letter

Arial 10 B I U

TO: I am typing this here

Last symptoms:

- * decrease attention span
- * decrease concentration
- * decreased medication adherence

Correspondence may be printed  or queued  for faxing and emailing.
(It will print with office letterhead if practice has provided it to HST.)

Choose recipient by selecting contact from drop down box (Patient Specific) or choose an option from Other. Select method of delivery. OK.

Queue Document

Patient

Patient Specific

Other

Other

One-Time

Select Ref Phys

Select Pharmacy

Select Insurance

Address Book

Mail Fax E-Mail Inbox

Send Now

Include Cover Sheet Document

Fax Cover Info

Attach

OK Cancel

Choosing One-time will bring up window that will allow you to fill in information.

One-Time Contact

Name:

Address:

cont'd:

City:

State: Zip Code:

Fax No: 601 -

Save Cancel

The Correspondence has now been queued. You may check on its status in the Queue Folder.

