The following quick text is available to produce a Chart Summary to a patient or another provider caring for the patient utilizing the patient or provider letters. The patient specific information that will be included in the autotext are Patient Demographics, Active Problems, Procedure History, Home Medications, Allergies with Reactions, and Immunizations.
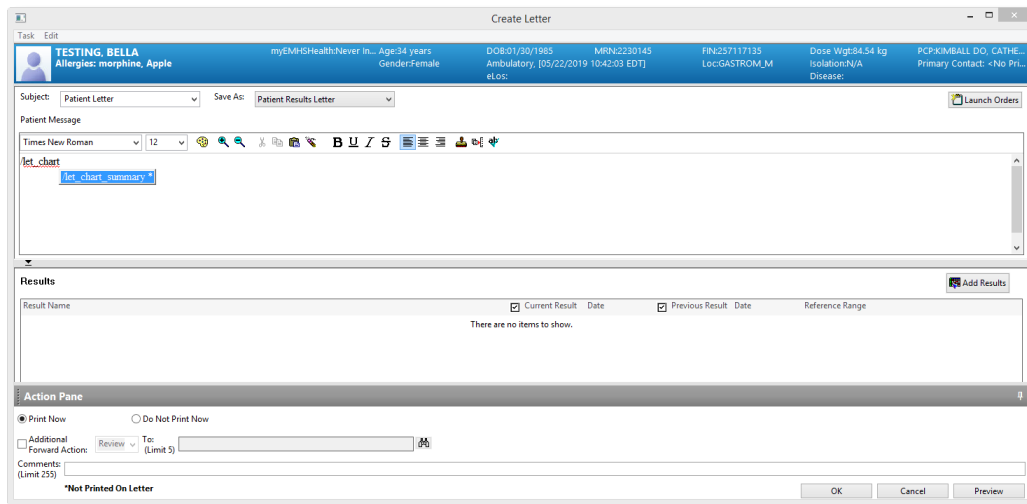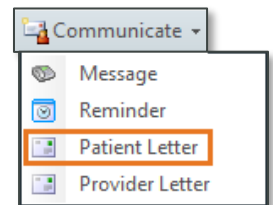
Patient Letter

The following steps outline how to provide a chart summary to a patient.

STEP 1:   Select drop-down arrow next to **Communicate** and select **Patient Letter**.

STEP 2:   Within the body of the message, begin typing **/let_chart_summary*** for the autotext to populate.

- Double-click or hit enter to populate the autotext in to the body of the message.

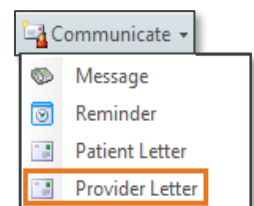

STEP 3:   If no other information needs to be added to the letter, select **OK** for this letter to be printed now.
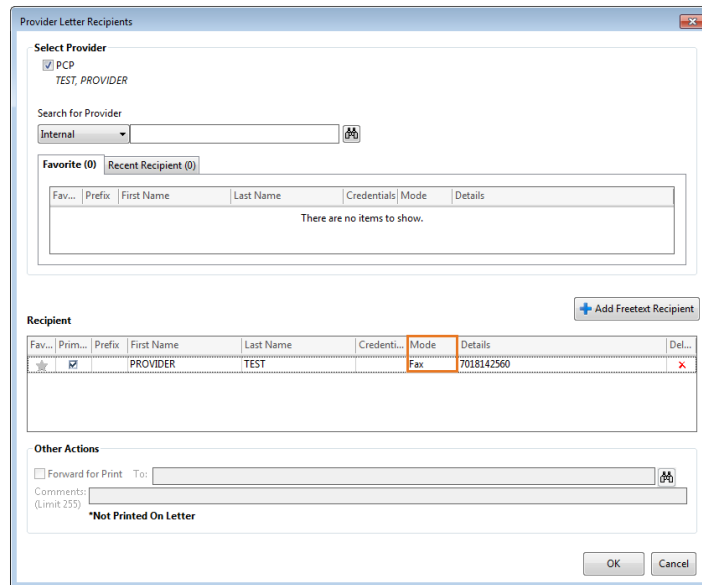
Provider Letter

The following steps outline how to provide a chart summary to a Provider that is caring for a patient.

STEP 1:   Select drop-down arrow next to **Communicate** and select **Patient Letter**.
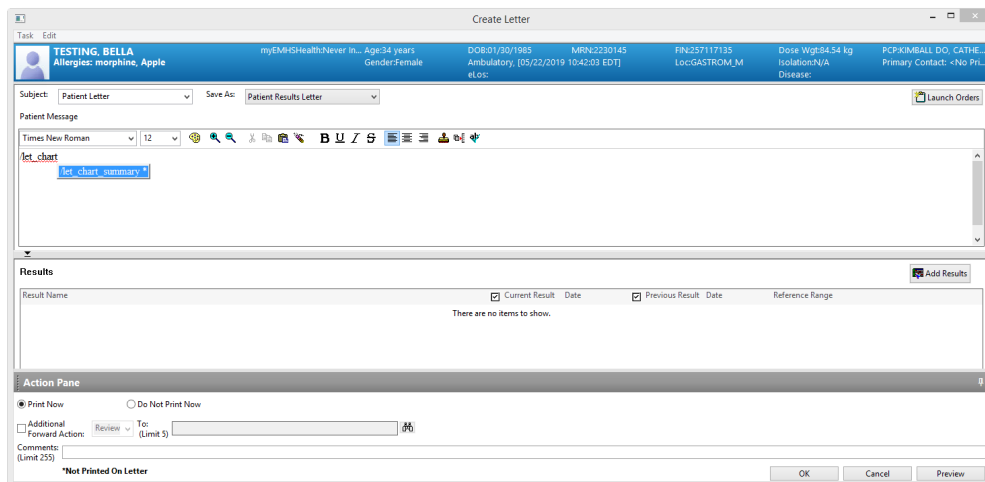
STEP 2:   Select your Provider Letter Recipients.

- Within the Recipient field, check to ensure that the mode is correct for which you would like, i.e. **Fax**, **Secure Mail**, **Inbox,** or **Mail** (Printing and mailing).

STEP 2:   Within the body of the message, begin typing **/let_chart_summary*** for the autotext to populate.

- Double-click or hit enter to populate the autotext in to the body of the message.

STEP 3:   If no other information needs to be added to the letter, select **OK** for this letter to route to the option chosen within the Provider Letter Recipients window.