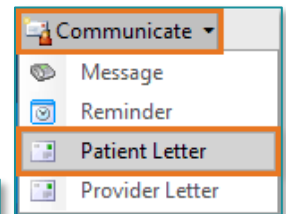
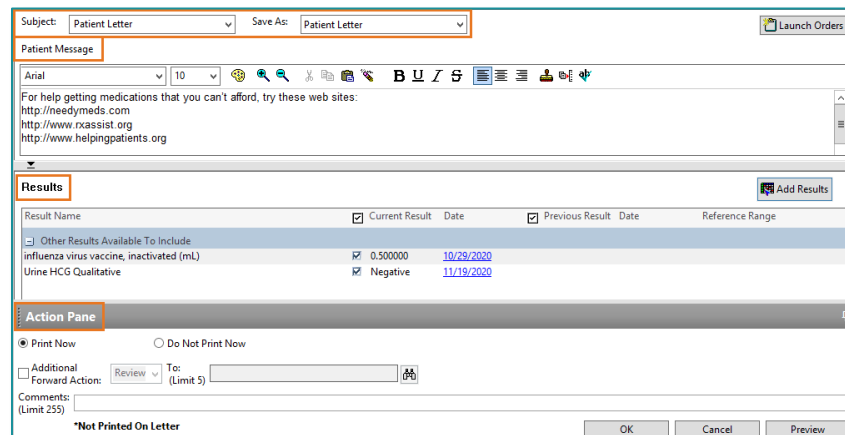


The following flyer details steps on using the Patient Letter function within PowerChart. Patient Letters can be sent from both Message Center or by using the Communicate button within a patient's chart.

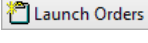
## Creating a Patient Letter

### ➤ Communicate button


- From within the patient's chart, select **Patient Letter** from the drop-down list on the **Communicate** toolbar button.

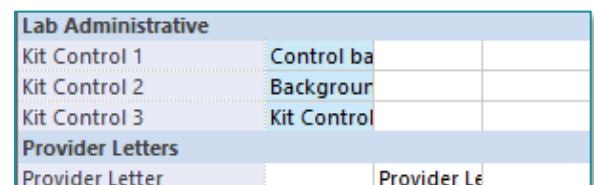



A screenshot of the 'Patient Letter' creation window. The 'Subject' and 'Save As' fields are both set to 'Patient Letter'. The 'Patient Message' field contains text about getting medications. The 'Results' section shows a table with columns for 'Result Name', 'Current Result', 'Date', 'Previous Result', and 'Date'. Two results are listed: 'influenza virus vaccine, inactivated (mL)' and 'Urine HCG Qualitative'. The 'Action Pane' at the bottom has 'Print Now' selected. Buttons for 'Launch Orders', 'Add Results', 'OK', 'Cancel', and 'Preview' are visible.

- Select the appropriate **Subject:** and **Save As:** options from the drop-down.
- Type the message to the patient in the **Patient Message** window.
- Click the **Launch Orders** button  to go to the **Orders** section of PowerChart, as appropriate.
  - These orders will pull into the patient letter.

### • Results


- Click the **Add Results** button  to select results from the patient's chart to include in the patient letter.



A screenshot of the 'Results Review' pane. It shows a table with columns for 'Result Name', 'Current Result', 'Date', 'Previous Result', and 'Date'. The table is divided into sections: 'Lab Administrative' (with rows for Kit Control 1, 2, and 3) and 'Provider Letters' (with a row for Provider Letter). The 'Add Results' button is visible at the top.

Result Name	Current Result	Date	Previous Result	Date	Reference Range
Other Results Available To Include					
influenza virus vaccine, inactivated (mL)	0.500000	10/29/2020			
Urine HCG Qualitative	Negative	11/19/2020			
<b>Lab Administrative</b>					
Kit Control 1	Control ba				
Kit Control 2	Backgrou				
Kit Control 3	Kit Control				
<b>Provider Letters</b>					
Provider Letter					Provider Le

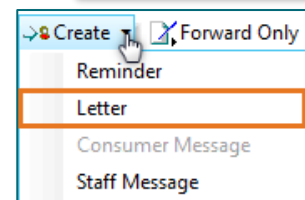
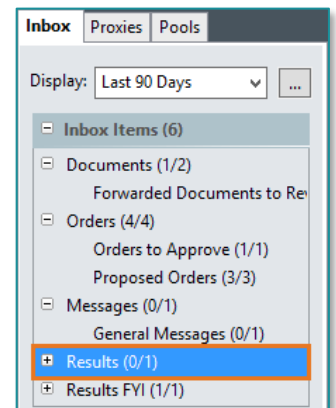
- This opens a pane that looks similar to Results Review.
- Clicking a result will select it; CTRL + Left-click to select multiple results.
- Once desired results are selected, click the **Include Selected** button.
- These selected results now display in the results section of the **Patient Letter**.

- **Action Pane**
  - Choose to either **Print Now** or **Do Not Print Now**.
  - Check the **Additional Forward Action** box to forward to **Patient Letter** to other care team members.
    - Search for care team member names in the **To:** field.
    - Use the binoculars button  to further refine the search results.
  - Type brief comments for the healthcare team in the comments field.
  - Click the **Preview** button in the lower right of the window to see a print preview of the patient letter. Click **Cancel** to close the Letter Preview window.
  - Click **OK** to create the letter.
    - Letters will be saved to the **Patient Letters** folder as part of the patient's Electronic Health Record.

### ➤ Message Center Results

Patient letters can be created from results that appear in the provider's Results section in Message Center.

- From **Message Center**, click the **Results** filter from the Inbox navigator on the left.
- Double-click the result message from the right pane to open.
- Click the drop-down arrow on the **Create** button and select **Letter** from the available options.
  - The **Create Letter** window will display.
  - Follow the process outlined above to complete the patient letter.



### Locating Patient Letters

Patient letters can be found in different areas of the patient's chart. The most efficient and recommended way to view documentation within the patient's chart is from the Documents component on your specific workflow MPages.

### ➤ Documents Workflow MPage Component

This component allows users to see clinical documents with the patient's chart.

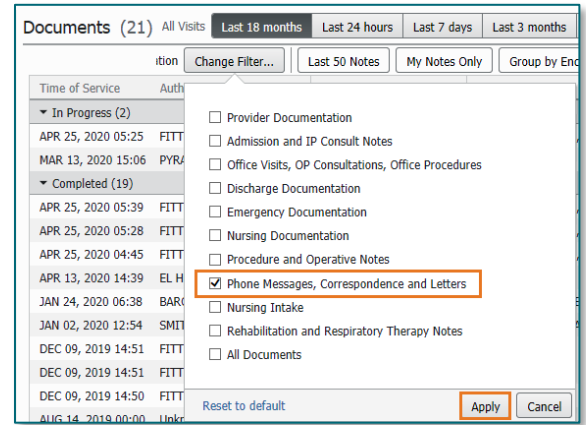
- From the workflow MPage used by your location and position, select the **Documents** component from the navigator pane.

**Documents (21)**

- Clicking the document name will open a detail pane, which allows you to see additional document details as well as a preview of the document.

**NOTE:** To filter documents to view only patient letters, click the Change Filter button and select the Phone Messages, Correspondence and Letters option.

**NOTE:** You can also click the Note Type header to filter available documents by document type.



Time of Service	Subject	Note Type	Author	Last Updated	Last Updated By
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➤ Documentation

- Go to the Documentation link from the Menu.
  - Click the Type header to filter available documents by document type.
  - Locate Patient Letter or Patient Results Letter type documents.
- Select desired document to preview or double-click to open.

Service Date/Time	Subject	Type	Facility
11/23/2020 11:44:00 EST	Patient Letter	Patient Letter	NL PRIMARY CARE
11/23/2020 11:43:00 EST	Patient Letter	Patient Letter	NL PRIMARY CARE
11/02/2020 11:37:00 EST	Provider Letter	Provider Letter	NL PRIMARY CARE
10/29/2020 18:58:30 EST	Ambulatory Visit Instructions	Ambulatory Patient Summary	NL PRIMARY CARE
10/29/2020 18:36:00 EST	Flu Shot and BP Check	Nurse/MA Only Office Note	NL PRIMARY CARE

➤ Notes

- In the patient's chart, go to the Notes tab in the Menu.
  - Using the Filter options at the bottom of the window, select By Type.
  - Navigate to the following folder path: Clinical Documentation > Letters > Patient Letters.
  - Double-click to preview the Patient Letter.

