

Correspondence Overview


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This article is part of the systems administration guide. You will require administration access to view the pages mentioned in this article.

CareRight supports the creation of customisation to your Organisation correspondence.

We are able to set up letter templates specific to your business needs, modifying the printing template and managed images for letterheads/footers.

To ensure the correspondence works accurately there are a number of factors to consider:

- Do I have a image / logo to be used on my correspondence? (e.g., Clinic Letterhead). These are uploaded via Images and managed via Printing Templates [Letter Printing Templates.pdf](#) 
- Do i need different printing templates (different letterhead) for different medical practitioners / clinic sites? These are set up via Printing Templates
- Do I use standard letter templates for Patients (Welcome letter) and Medical Practitioners (Results, Referrals)? These are set up via Letter Templates

This section describes the configuration and set up processes for Correspondence which includes:

- [Letter Templates](#)
 - [Printing Templates](#)
 - [Images](#)
 - [Message Types](#)
 - [Using the Text Editor](#)
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