


Accessing Correspondence for a Patient

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Access Correspondences

1. Search for the Patient records
2. Select **Correspondence** from the Menu
 - a. The Correspondence screen will display and will default to the 'Create' view
3. From this screen (in the banner) you can access different [tabs in Correspondence](#).
4. You can also create the following correspondence, utilizing the buttons under the banner.
 - a. New SMS
 - b. Custom SMS
 - c. New Email
 - d. New Enquiry (see Enquires)
 - e. The 'create' correspondence screen is split into two sections:
 - f. New Contact Letter
 - g. New Patient Letters


Mr Caleb James Gray

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[ENQUIRIES](#)
[CREATE](#)

[New Sms](#)
[Custom Sms](#)
[New Email](#)
[New Enquiry](#)

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New Contact Letter

Template	Description		
Blank Letter		Dr Brenda Reed (Original) ▼	New
Cancer Society	Cancer Society Referral form	Dr Brenda Reed (Original) ▼	New
consultation	consultation	Dr Brenda Reed (Original) ▼	New
CRN Test	CRN Test	Dr Brenda Reed (Original) ▼	New
Lorem Ipsum	Lorem Ipsum text (approx. 2 pages)	Dr Brenda Reed (Original) ▼	New
Referral Letter	Referral Letter	Dr Brenda Reed (Original) ▼	New
travis_consult	travis_consult	Dr Brenda Reed (Original) ▼	New

New Patient Letter

Template	Description		
Blank Letter		Patient - Home ▼	New
{ Recent Observations }	{ Recent Observations }	Patient - Home ▼	New
Appointment Postponed	Appointment Postponed	Patient - Home ▼	New

Interface

Types of Correspondence

CareRight allows for the creation of the following types of correspondence for a patient:

Type	Description	To Who?
Letters	Create and print Letters	<ul style="list-style-type: none"> •Patients, •Patient contacts, and •Referring practitioners
SMS Messages	Create and send SMS Messages. Receive SMS replies from patients.	<ul style="list-style-type: none"> •Patients

Type	Description	To Who?
Email Messages	Create and send pre-set email templates.	•Patients
