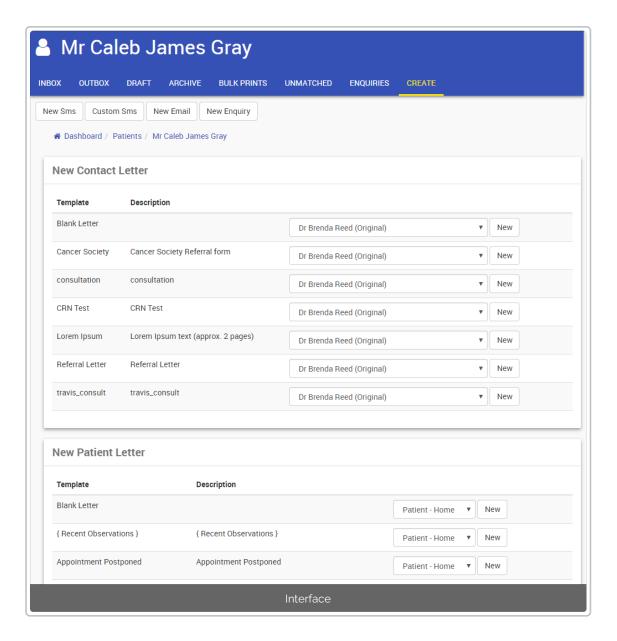
## **Accessing Correspondence for a Patient**

Last Modified on 12/12/2023 1:57 pm ACDT

## **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



## **Types of Correspondence**

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

Туре	Description	To Who?
Letters	Create and print Letters	<ul><li>Patients,</li><li>Patient contacts, and</li><li>Referring practitioners</li></ul>
SMS Messages	Create and send SMS Messages.  Receive SMS replies from patients.	•Patients

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