Edit a Letter

Last Modified on 16/06/2021 10:25 am ACST

Edit a Letter

Patient Letter in Draft State can be Edited before sendinging if required.

The letter can be located on a Patient record in Correspondence.

1. Select the **Draft** sub-menu tab.

2. Select the **Edit** button next to the relevant Letter.

    a. The Letter/ text Edit screen will display.

3. Make any relevant changes.

4. Select options:

    a. Update Draft

    b. Send

    c. Print

    d. Cancel

    e. Delete

    f. Follow up