

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 sending 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



Mr Caleb James Gray

ALERT

ALLERGY

NOTICE

Clinical

Redmine

Vitro

Facility: Banksia Park Clinic MRN: 000135 CRN: XXX1234 ERN: Primary Provider: Dr William Bill Referrer: Dr Brenda Reed () Home: 224 Curdievale-Pt Campbell Rd, ST PETERS SA 5069 Fund: iTest Health Fund, 12345 Male , aged 44 years , born on July 27, 1976 , currently admitted to East St Kilda . Mobile Phone: jhvcxdfghbj

Interpreter Required

Accounting

ICONPAY

INBOX

OUTBOX

DRAFT

ARCHIVE

BULK PRINTS

UNMATCHED

ENQUIRIES

CREATE

New Sms

Custom Sms

New Email

New Enquiry

Dashboard

 /

Patients

 /

Mr Caleb James Gray

Correspondence

All Status

All Types

All Senders

All Authors

Q

Created At	Type	From	To	Author	Delivery Method	
14/04/2021 at 08:21 AM (+0930)	Letter	Mr System Administrator	Dr Felicity Brown	Mr System Administrator	Print	<div>Edit</div> <div>Actions</div>
14/04/2021 at 08:21 AM (+0930)	Letter	Mr System Administrator	Dr Sam Entwistle	Mr System Administrator	Print	<div>Edit</div> <div>Actions</div>
14/04/2021 at 08:21 AM (+0930)	Letter	Mr System Administrator	Dr Bob Jones	Mr System Administrator	Print	<div>Edit</div> <div>Actions</div>