Correspondence Tabs - Overview

Correspondence Tabs - Global/Location/Provider View

The Global/Location/Provider accessing of Correspondences have the following Tabs;

- INBOX - All the Incoming Correspondences for all locations(Global View) or Location (Location View) or specific Provider

- OUTBOX - All the correspondences sent to all locations(Global View) or Location (Location View) or specific Provider

- DRAFT - All the correspondences in the draft state across all locations(Global View) or Location (Location View) for specific Provider

- HELD - All the correspondences in Held state across all locations(Global View) or Location (Location View) or for specific Provider

- ALL - All the correspondences across all locations(Global View) or Location (Location View) or for specific Provider

- BULK PRINTS - All the correspondences across all locations(Global View) or Location (Location View) for bulk printing or for specific Provider

- UNMATCHED- All the unmatched correspondences across all locations(Global View) or Location (Location View) or for specific Provider. See Match unmatched correspondence for information on how to match them to a patient.

- ENQUIRIES - All the enquiries across all locations(Global View) or Location (Location View) or for specific Provider- See Create enquiry for instructions on steps to create a new enquiry.

- Assessments - All the active assessments across all locations(Global View) or Location (Location View) or for specific Provider or patient

Correspondence – Global Access

Correspondence – Location Specific Access

Correspondence – Provider Specific Access
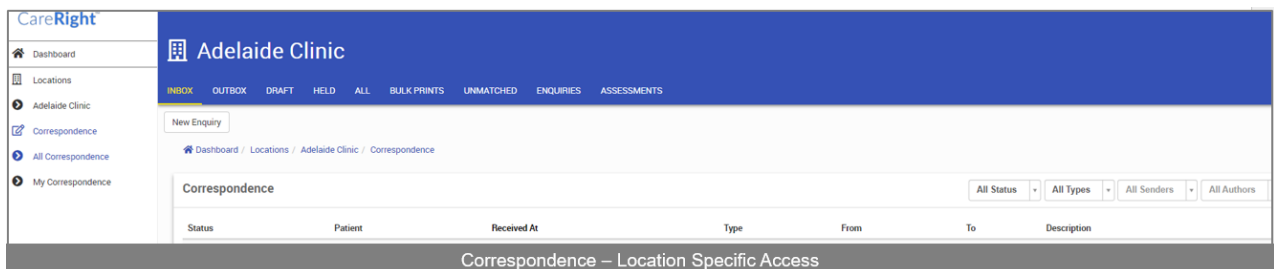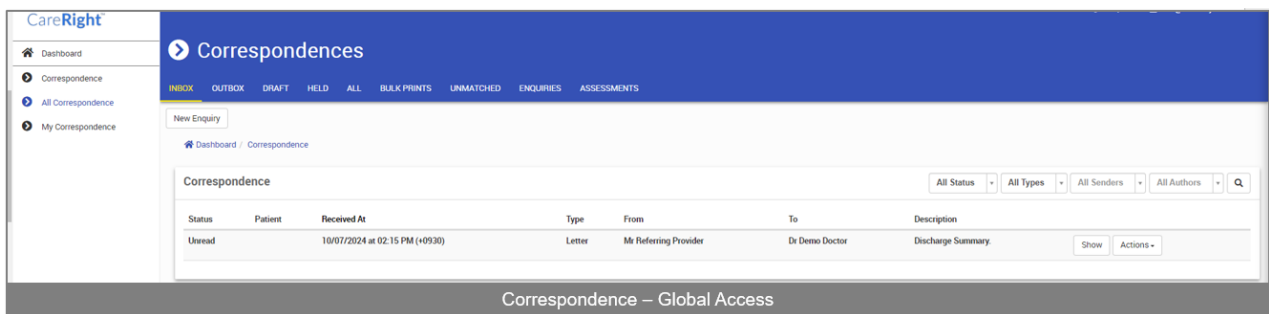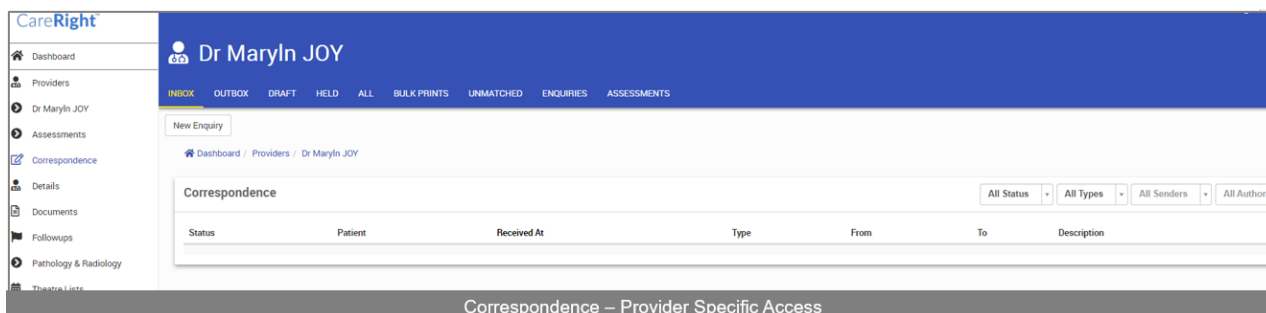
Correspondence Tabs - Patient-centric View

The patient-centric View of Correspondences has the following tabs.

- INBOX - All the incoming correspondences for the patient

- OUTBOX - All the incoming correspondences for the patient

- DRAFT - All the draft correspondences for the patient

- ARCHIVE - All the archived correspondences for the patient

- BULK PRINTS - Correspondences Bulk printed for the patient

- UNMATCHED - This will redirect to the Global Correspondence tab, To check whether the specific patient has got any unmatched correspondences.

- ENQUIRIES - All the enquiries recorded for the specific patient. See Add a new enquiry for the patient for more information on how to add an enquiry from a patient.

- Assessment - All the assessments recorded for the specific patient.

- CREATE - To create a Patient or contact letter. See Create a letter for instructions on how to create a patient letter.

Correspondence – Patient interface