Correspondence email settings

Last Modified on 12/10/2023 12:00 pm ACDT

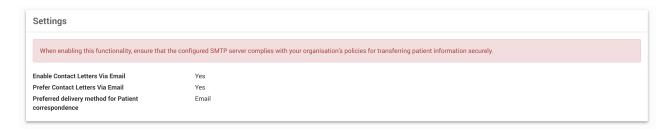
CareRight required correct configurations to be able to send emails to professional contacts and patient without using secure messaging

Prerequisites

• CareRight must be configured first with Email before following this Guide see Email setup

Steps

- 1. Click correspondence on the left side
- 2. From the correspondence screen, please select settings



- 3. From the screenshot shown above, there are two options list in the settings, you can click the **edit** button to enable or disable them
 - 4. When Enable Contact Letters Via Email is checked, this feature will be enabled in the CareRight system
- 5. When **Prefer Contact Letters Via Email** is checked, this feature will be listed in the delivery option instead of print when sending a contact letter to the practitioner (If you are unsure how to set delivery option, please refer here)
- 6. Preferred delivery method for Patient correspondence, here you can choose the default patient letter delivery method either Email or Address.

Notice:

In both cases, any valid secure message options are always selected first (argus / Healthlink / medical-objects)