Send Contact Letter to provider Email (Without Secure messaging)

Last Modified on 25/10/2021 1:09 pm ACDT

Contact Letters can now be sent via a secure email server, where the practitioner has a valid email address, the system will now present Email delivery options.

Please refer to Correspondence email settings in the system admin guide for the configurations required.

1. In the Dashboard, click **patient** on the left side

2. Please click **show** or the patient name on the list

3. Then on the patient record page, click **correspondence** on the left side

4. On the correspondence page, on the top side, please select **create** a tab
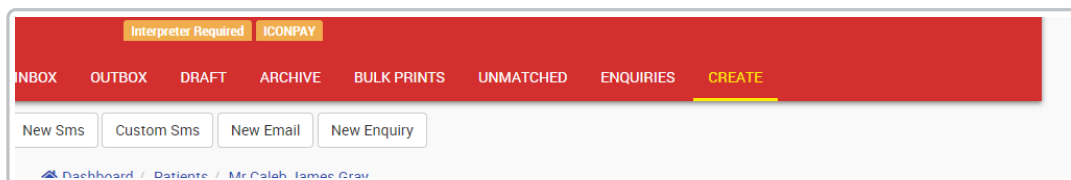
5. You can see the contact letterbox which lists down all the information, then click **new**

6. In the creating of a new contact letter, you can see a delivery option for each practitioner

Address

☑ Show expired and No Copy practitioners
☐ Save Recipient Status on Save

Practitioner	Type / Profession	Delivery Option	Recipient Status
Dr Brenda Reed [Dr B Reed], 2054781W 22 Second Avenue, Stepney SA 5069	Referral In General Practitioner	Email ▾	Original ▾
Prof Justin Case, 2054781W 2 Third St, St Peters SA 5072	Referral In Anaesthetist	Print ▾	Carbon Copy ▾
Ada Bethany Bastian Q1 XXX	Patient	Print ▾	No Copy ▾

Letter

Location	Clintel Clinic ▾
Provider*	Select a provider ▾
Description*	Letter to Referring Dr
Email Subject*	Letter to Referring Dr

Example of an Incoming Email:

enquiries@████████████ has sent you an encrypted email message. Please click the button below to read the message.

🔒

Read the message

Learn about messages protected by Office 365 Message Encryption.

████████ sends emails containing sensitive information in an encrypted format to protect patient privacy in line with the Australian Privacy Principles. This email is confidential. If you believe you are not the intended recipient of this message, please contact us at enquiries@████████ com.au.
Privacy Statement

Email encryption powered by Office 365. Learn More
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

Notice:

In order to have an email delivery option, the professional contact must have an email address attach to them.

If any of the recipients are to be delivered by email, the "Email Subject" field is displayed.