

Attach the supporting document for internal use

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CareRight allows users to attach supporting documents to letters for internal use only. These attachments are not transmitted externally and remain within the system. Users can add attachments either after drafting the letter or after the letter has been sent.

Attach a document:

1. Attaching a Supporting Document to a Draft Letter

- i. Select the **Draft** sub-menu tab.
- ii. Select the **Edit** button next to the relevant Letter.
- iii. The Letter/ text Edit screen will display.
- iv. Scroll down to New Attachment
- v. Upload the supporting document.

2. Attaching a Supporting Document to a Sent Letter

- i. Select the **Outbox** sub-menu tab.
- ii. Select the **Show** button next to the relevant Letter.
- iii. The Letter screen will display.
- iv. Scroll down to new attachment.
- v. Upload the supporting document.

INBOX

OUTBOX

DRAFT

ARCHIVE

BULK PRINTS

UNMATCHED

ENQUIRIES

ASSESSMENTS

CREATE

Description*

Patient Discharge

Letter Text

Edit

Insert

View

Format

Table

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Formats

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Fund Name	Member Number	Cover	Member IRN	Coverage Start	Health Fund Note
Health Insurance Fund of W.A.	123456		1		

TABLE » TBODY » TR » TD

Notes

New Attachment

Note: Attachments are not transmitted; or printed. Ensure you communicate supporting documentation securely through other means if clinically relevant.

Update Draft

Send

Print

Delete

Cancel

Review the attached document:

1. From the Draft Letter

- i. Select the **Draft** sub-menu tab.
- ii. Select the **Edit** button next to the relevant Letter.
- iii. The Letter/ text Edit screen will display.
- iv. Scroll down to New Attachment to preview or download the attachment.

2. From the Sent Letter

- i. Select the **Outbox** sub-menu tab.
- ii. Select the **Show** button next to the relevant Letter.
- iii. The Letter screen will display.
- iv. Scroll down to New Attachment to preview or download the attachment.

