

# Letter management - Batch Letter Writer

Last Modified on 08/12/2024 11:25 am AEDT

Zedmed's Batch Letter Writer is used when a Dr dictates letter content to provide to the Typist for letter creation. This process is useful for single or multiple letters.

## Typist

1. Receive the audio recording then open **Clinical** > select the **Batch Letter** icon.
2. Select the **Doctor** > **New Batch** > the **Write Letters** tab displays.
3. Use the **Search Criteria** options to display patient/s.
4. Select patient > **Letter Section** populates patient data.
5. Complete **Letter Details** > To: (addressee), Subject, Template.
6. Select **Write Letter** > letter opens > type letter.
7. **Close** then select **Yes** to save letter with status **To Be Reviewed**
8. Select the next patient for letter writing.
9. *Optional - Email Dr (with patient names once letters are ready for review)*

## Doctor

1. Open **Clinical** > **Batch Letter**.
2. On the current Batch > right click > select **Review All Non-Correct Letters** (opens one letter at a time).
3. On the displayed letter:
  - a) Apply edits.
  - b) **Close** > select status **Correct** then **Yes** to save.
4. Review the next letter.
5. When finished, **Exit Review** > close **Batch Letter**.

## Typist / Reception

1. Open **Clinical** > **Batch Letter**.
2. When all letters in a Batch are ready to distribute (status of **Correct**) > right click on the **Batch title** > select **Distribute Batch** > Review warning message. For single letter: To distribute a single letter > right click the letter > select **Distribute Letter**.
3. Apply settings in the Print/Send dialog.
  - If a recipient is configured for Medical Objects, the letters are distributed electronically.
  - For recipients not configured for Medical Objects there is an option to print or use Secure Send - Step 5.
4. When all letters are distributed, an option is provided to **Mark the Batch as Complete**. Alternatively, right-click the batch title > select **Change Batch Status to Complete**.
5. To send the patient a copy, open the patient clinical record > **Summary Views** > **Documents** > **Send to Patient**.  
Status: The distribution status is viewed by right-clicking the Batch > **Batch Distribution Status**.