

Letter management - Batch Letter Writer

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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.
- OR
- a) Create audio file and send to Typist
 - b) **Close** > select status **X Needs Correction** 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 you can 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**.

