

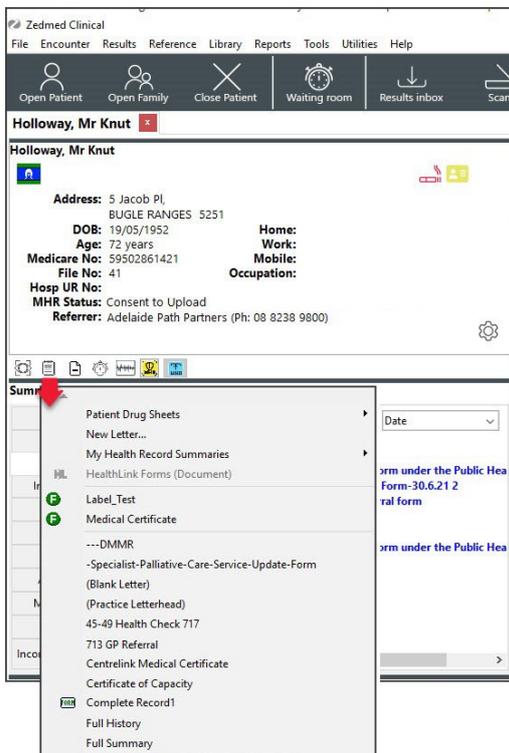
# New Letter - update to Referrer

Last Modified on 08/12/2024 11:34 am AEDT

The New Letter feature is used by Doctors who create and distribute their own letters. For example providing an update to the referring GP.

## To write a letter:

1. Select the **Quick Documents** icon above **Summary Views**.
2. Select **New Letter**.



The New Letter dialog will open.

### 1. To:

The addressee field should populate with the referring GP's name. Select the magnifying glass to search the Zedmed Address Book and add a different addressee.

### 2. Copy To:

Use this if you want to cc another practitioner.

### 3. Template:

Check the selected template is correct. Select the magnifying glass to locate a different template.

### 4. Subject:

Add an internal description to the letter (this will not be included in the letter itself).

### 5. Select OK.

### 6. Write your letter.

7. You can add clinical information as follows:

- a. Select **View** menu > **Data Toolbar** or select the icon above the black font colour at top of screen.
- b. Locate the clinical information by expanding the categories.
- c. Place your mouse in the correct area of the letter.
- d. Double-click the Data Toolbar information you want to add.

If the option you selected has no information, nothing will be added.

- e. Use the **Search Filter** at the top of the Data Toolbar to locate additional appropriate clinical information.

8. You can now print the letter or send it electronically.

**To print the letter:**

- a. Select **File** > **Print**.
- b. Select **Close** and **Save** the letter when prompted.

The letter will be saved in **Summary View** > **Documents** > **Letters**.

**To send the letter via Secure Messaging (Medical Objects) to the addressee:**

- a. Select **File** > **Distribute** and **Save** the letter when prompted.
- b. Check that **Send electronically to all electronic recipients** is selected.

This will send the letter via Medical Objects if the recipient is set up in the Zedmed Address book to receive letters electronically.

**To send the letter via Secure Send to the patient or addressee not configured for Medical Objects:**

- a. Select **Recipient Email** or **Recipient Mobile** checkboxes, depending on the patient's preference.

If the email or mobile fields are empty, manually type the information.

- b. Use the magnifying glass in the **Copy To Email** field to open the Zedmed Address book and search for the addressee.
- c. Select **OK**.

A message will display that includes the text 'Delivery successful'.

Print/Send

Interim Print (does not change the queue)

Add to distribution queue if not already queued

Add to distribution queue, even if sent previously

Distribute Now

Send electronically to all electronic recipients

Print Document

Print Envelopes

Document printing preferences

Print one copy if there is a paper recipient

Print one copy

Print a copy for each paper recipient

Print a copy for each recipient

Envelope printing preferences

Print an envelope for each paper recipient

Print an envelope for primary recipient only

Print an envelope for CC recipients only

Print an envelope for every recipient

Print a copy for file

Resend

**Send to Patient**

This will send a download link for the selected file to Patient/Payer via Email and/or SMS. The download will prompt for a one-time password on the respective email/mobile no.

Patient

Payer

Notifications to be sent

Recipient Email

Recipient Mobile

Pin not required (Less secure)

Send a copy to

Copy To Email

Copy To Mobile

**Secure Send section**

Print envelopes without tracking