

## Attaching Scanned Documents to a Provider Letter for Providers, Clinical Staff, and Clerical Staff

Cerner PowerChart Ambulatory JOB AID

## Create a provider letter

- 1. Click on **Communicate** on the top tool bar.
- 2. Click on **Provider Letter**.

📲 Communicate 👻						
0	Message					
0	Reminder					
	Patient Letter					
	Provider Letter					

- 3. Select the provider or facility who will receive the communication.
  - a. Use the binoculars to search for the provider or facility.
  - b. Do **not** select providers that may be displayed at the top with the check boxes.
  - c. Provider will be placed in "Recipient" section.
  - d. Mode will automatically be selected. You may change this if needed.

Select Provider PCP PHYSICIAN, NO Search for Provider Internal	Do NOT select providers here	a ~~[	Search here provider or	to enter facility	
Favorite (0) Recent Recipient (7)					
Fav Prefix First Name	Last Name	Credentials Mode	Details		
	Ther	e are no items to show.			
ecipient C	Last Name	Credenti Mode	Details	🕂 Add Fre	etext Recipier
ecipient C Fav Prim Prefix First Name	Last Name Cook	Credenti Mode	Details	🕂 Add Fre	etext Recipie Del.
C     Fav   Prim   Prefix   First Name     Image: Comparison of the state of	Last Name Cook N, Brittany N 🗙	Credenti Mode Inbox	Details	+ Add Fre	etext Recipier

- 4. Click **OK**.
- 5. Select the appropriate Subject for the letter.
- 6. Click on **Browse Documents** to select a document to attach.

Create Letter		_	$\times$
Task Edit			
Recipient Cook, Joseph X   Subject: Provider Letter   Transition of Care Browse Documents	Provider Letter V		



Preview

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## **Adding Attachments**

- 1. Change Since: date as needed to locate the document(s).
- 2. Locate the document on the left column and click on it to highlight the document.
  - a. The right side of the screen will display the text "This document has an image."
- 3. Select Attach Full Document.
- 4. Click **OK**.

Plea	Please select the clinical document you wish to attach. Since: 12/01/2019								
	Date	Subject	Туре			~ !	ſ	Text From Document	
	1/4/2019	PHQ-2 and PHQ-9	PHQ-2 an	d PHQ-9	F		L	Currently Selected Document	
	12/27/2018	Cardiology Office Note	Cardiolog	y Office I	No		L	,	
	12/22/2018	Referral Information	Referral In	nformatio	n		L		
	12/22/2018	Medtronic Device Card	Implant R	ecord			L	This document ha	as an image
6	12/22/2018	FMLA	Other Doo	cumentat	ion		L		
4							ľ	Attach Text Selection	Attach Full Document
									4 OK Cancel

5. "Document attached" will display on the create letter screen.

- 6. To add additional documents, click on Browse Documents and repeat the steps above.
- 7. When you click on Preview, the scanned document **WILL NOT** show on the Preview.
- 8. Click on **OK** to send.

9. The recipient will receive the letter with two attachments: one attachment with the text stating "This document has an image," and one with the scanned document image.

Attachments: <u>March 05, 2020 14:29 EST - (12/22/2018) Implant Record</u> <u>December 22, 2018 14:57:00 EST - (12/22/2018) Medtronic Device Card</u>