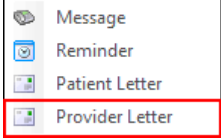


Attaching Scanned Documents to a Provider Letter for Providers, Clinical Staff, and Clerical Staff

Cerner PowerChart Ambulatory **JOB AID**

Create a provider letter

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

Provider Letter Recipients

~~Select Provider~~

PCP
PHYSICIAN, NO

Do NOT select providers here

Search for Provider

Internal

Search here to enter provider or facility

Favorite (0) **Recent Recipient (7)**

| Fav... | Prefix | First Name | Last Name | Credentials | Mode | Details |
|-----------------------------|--------|------------|-----------|-------------|------|---------|
| There are no items to show. | | | | | | |

Recipient

| Fav... | Prim... | Prefix | First Name | Last Name | Credenti... | Mode | Details | Del... |
|--------|-------------------------------------|--------|------------|-----------|-------------|-------|---------|--------|
| ★ | <input checked="" type="checkbox"/> | DO | Joseph | Cook | | Inbox | | ✕ |

Other Actions

Forward for Print To: Morton RN, Brittany N

Comments: (Limit 255)

***Not Printed On Letter**

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

Create Letter

Task Edit

Recipient: Cook, Joseph ✕

Subject: Provider Letter

Save As: Provider Letter

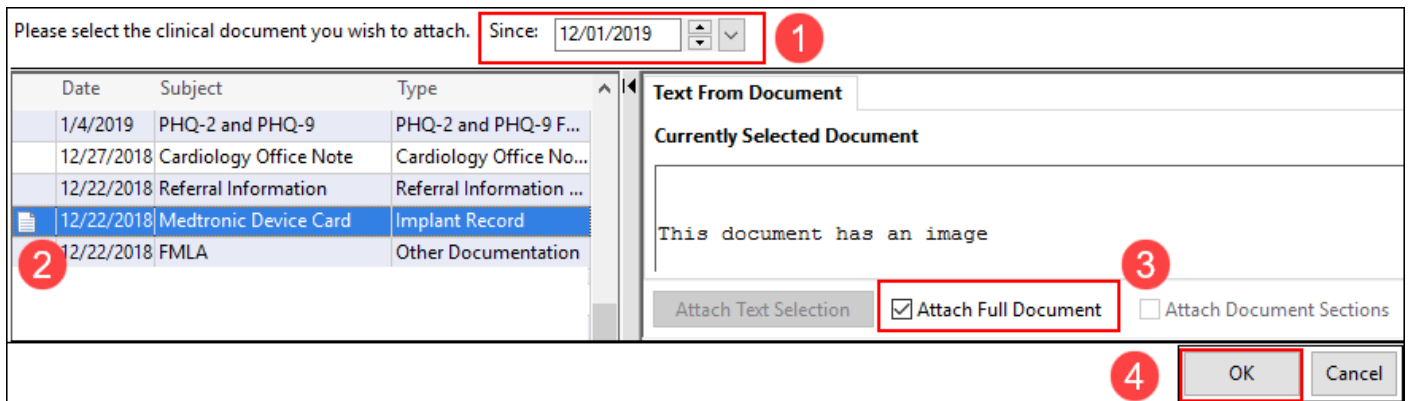
Transition of Care

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

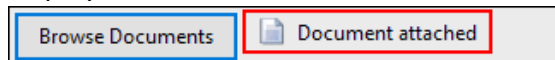
Cerner PowerChart Ambulatory **JOB AID**

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**.

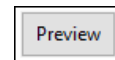


5. “Document attached” will display on the create letter screen.

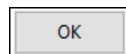


6. To add additional documents, click on Browse Documents and repeat the steps above.

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.

