

# Creating a Patient Discharge Letter for Ambulatory Staff

**Cerner Ambulatory EDUCATION** 

Summary: Follow the process below to send the recommended dismissal letter to a patient.

When: July 6, 2021

Support: Ambulatory Informatics at 231-392-0229.

## Patient Discharge Letter

- 1. **Open** the patient's chart that you would like to send the letter to.
- 2. On the toolbar, **click** the Communicate drop down arrow.
  - a. Select Patient Letter.

| PASMUNSON, TUBA - MD11443         | 814 Opened by Rokos Jr, John R 🛛 | ę                       |                 |
|-----------------------------------|----------------------------------|-------------------------|-----------------|
| Task Edit View Patient            | Chart Links Notifications        |                         |                 |
| 🛔 🔆 Patient List Tracking Board 👔 | 針 Home 🖃 Message Center 🏢        | 🛛 🕄 Paper Order Sets 🔇  | R. 2 .sue 👌     |
| 🔀 Tear Off 🚕 🗞 Charges 🗐 Exit     | 🔠 Calculator 💿 Discern Report    | 🍐 PM Conversation 👻 📑 C | Communicate 🝷   |
| PASMUNSON, TUBA 🛛 🗵               |                                  | S                       | Message         |
| PASMUNSON, TUBA                   |                                  |                         | Reminder        |
| DOB:8/7/1978                      | Age:42 years 🛛 🚽                 | (a) 🔤 🗲 🖸               | Patient Letter  |
|                                   |                                  |                         | Provider Letter |

#### 3. Select the Subject field of Patient Discharge Letter.

a. Save As: Patient Letter.

| 3               |                           | Age a s |          |                |   |
|-----------------|---------------------------|---------|----------|----------------|---|
| Subject:        | Practice Discharge Letter | ~       | Save As: | Patient Letter | ~ |
| Patient Message |                           |         |          |                |   |

- 4. Letter auto populates.
  - a. The underlined areas need to be completed in the first two paragraphs.

| Patient Message  |   |  |  |  |
|--|---|--|--|--|
| Calibri 🗸 🗐 🔍 🔍 🐇 🖻 💼 🕱 🖪 🖳 🗲 🔳 🖀 📽 🕸  |   |  |  |  |
| Dear Patient,  | ^ |  |  |  |
| I find it necessary to inform you that I am withdrawing from providing further professional services to you because:   |   |  |  |  |
| Please accept this letter as notice that, effective thirty (30) days from the date of this letter, 20, I will no longer be responsible for your medical care.  |   |  |  |  |
| This notification should give you adequate time to select a new physician of your choice. Your continued healthcare is important to me, and Lencourage you to find another healthcare provider immediately. I suggest you contact your insurance plan for names of Y |   |  |  |  |

- i. Highlight the first underlined area to enter the reason for dismissal.
- ii. Then highlight the date in the next sentence to add the date for today.



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5. Upon completion, a signature, the patient's name, dob and address will auto populate.



- 6. In the Action Pane, you can choose:
  - a. Print Now OR
  - b. Do Not Pr

| i. If selecting | Action Pane<br>Print Now Do Not Print Now b            |
|-----------------|--|
| option,         | Additional<br>Forward Action: Print V To:<br>(Limit 5) |
| the yellow      | Comments:<br>(Limit 255)                               |
| field.          |  |

- ii. Send to clinical support staff to print and mail to patient.
- 7. Click Preview to view the letter before printing.
  - a. Click OK to complete.

