

Creating a Patient Discharge Letter for Ambulatory Staff

Cerner Ambulatory EDUCATION

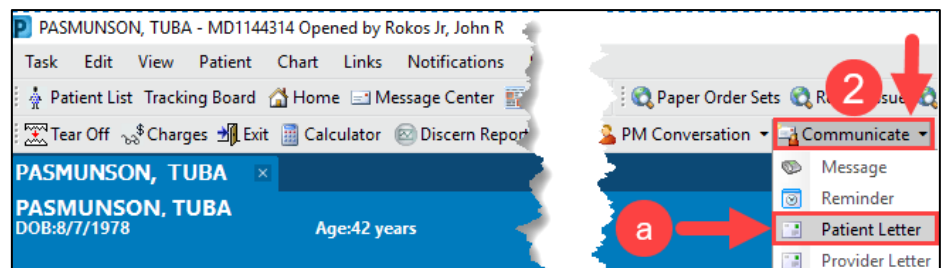
Summary: Follow the process below to send the recommended dismissal letter to a patient.

When: July 6, 2021

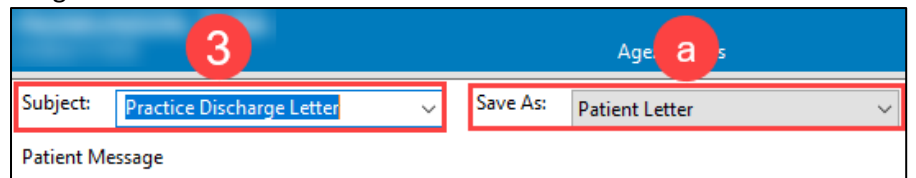
Support: Ambulatory Informatics at 231-392-0229.

Patient Discharge Letter

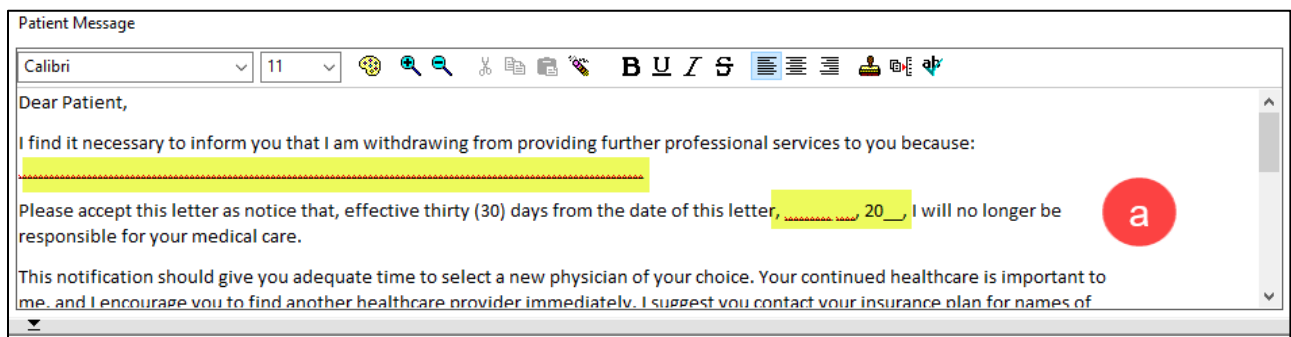
1. **Open** the patient’s chart that you would like to send the letter to.
2. On the toolbar, **click** the Communicate drop down arrow.
 - a. **Select** Patient Letter.



3. **Select** the Subject field of Patient Discharge Letter.
 - a. **Save As:** Patient Letter.



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



- 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 Print Now.
 - i. If selecting this option, complete the yellow 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.