

Add or Remove a Favorite Correspondence for Providers

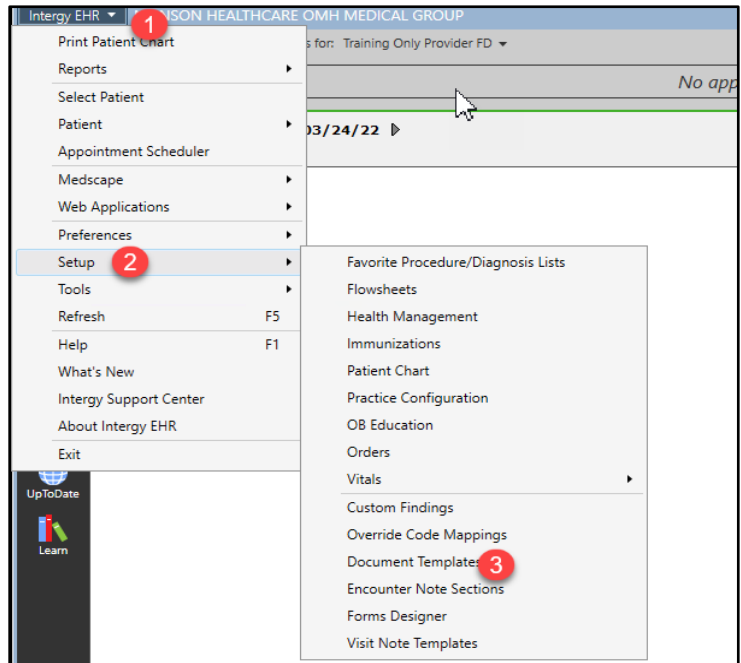
Intergy EHR Ambulatory JOB AID

Add or Remove a Favorite Correspondence

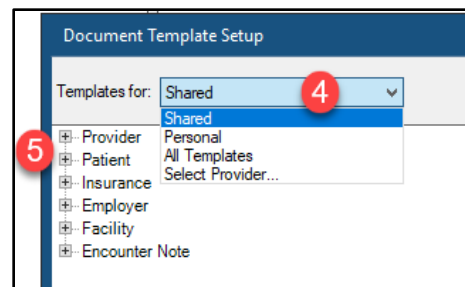
Only providers can add or remove a favorite correspondence.

Once logged in to Intergy EHR:

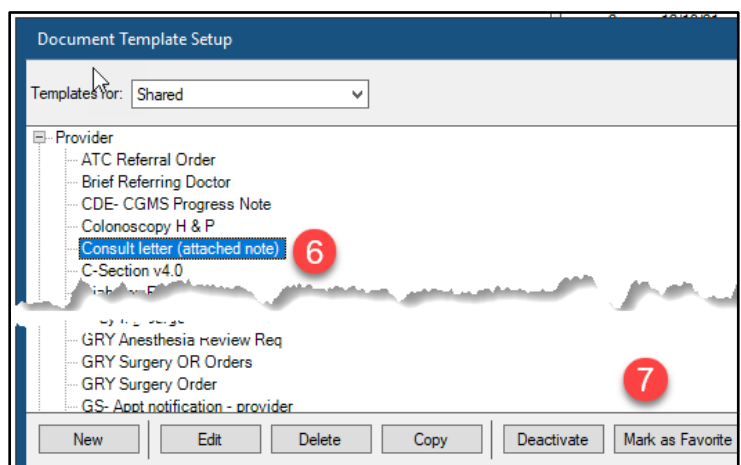
1. Select the Intergy EHR caret
2. Click Setup
3. Choose Document Templates



4. In Document Template Setup, select Shared to add a favorite, or select Personal to remove a favorite
5. Click the plus icon (+) of the template type, to view the correspondence list



6. Highlight the Correspondence to add or remove as a favorite
7. Select Mark/Unmark as Favorite to add/remove the document as a favorite



The correspondence will now reflect as a Favorites or be removed from Favorites.