

Intergy EHR, Ambulatory JOB AID

Creating a Clinical Correspondence

After the patient chart has been opened in Intergy EHR:

- 1. Click the Intergy EHR caret
- 2. Click Patient
- 3. Click Generate Correspondence



If an encounter has not been opened:

- 4. Choose the encounter that relates to the correspondence
- 5. Click OK or
- 6. Click New to create a new correspondence

If an encounter is already open or an existing encounter has been selected, skip to step 11

If creating a new encounter, complete the fields for the new encounter:

- 7. Choose the provider
- 8. Choose the location
- 9. Choose the Reason for the new encounter
- 10. Save

Select	Encounter	r							
Testin	ng, Abby	L. 0 11/0	5/2011 11y 2m F						
View:	RecentEr	ncounters Or	ily 4						
Encour	ter Date 🗸	Encounter	Reason	Location	Provider	Confidentia	Status		Progress
01/06/23	3 12:08 p.	2857597	Electronic Lab		Diedrich, Clorissa M		Open (non-billable)		
12/29/22	2 09:29 a	2853610	[Patient Encounter]		Misc, Dr FD		Open (non-billable)		
12/20/22	2 07:05 a	2849853	NEW PATIENT	BVUC	Fox, Jeffrey J. PA-C		Sealed		Signed
								-	
					6			5	
						New	Edit	ОК	Cancel

Date:	01/16/23	Time:	12:14 PM	¢			
Provider:	Misc, Dr FD	7					
Location:	OMH Indian River Clini	c 🙆		\sim			
Reason:	Data Update	9					
Encounter Class:				\sim			
Encounter Documents Confidential Billable Encounter							
	S	ave	Cance	el			



Correspondence Creation for All Staff

Intergy EHR, Ambulatory JOB AID

In the Clinical Correspondence window:

11. Choose the recipient

Template options are based on the recipient

- 12. Select the Letter Template
- 13. Click Preview

Letter From:	Dr Misc FD						
Patient Encounter:	01/16/2023 Data Update						
Send to: 11	O Provider O Facility Patient O Insurance O Employer						
To Patient:	Abby L. Testing via Print V						
Letter Template:	General Correspondence						
FHIR Type:	Medical records						
Print Now Archive Only Save and Finish Later Assign to User							
Printer:	\\OMH-PS1.0MHM.com\TRN01P v						
13							
Preview	OK Cancel						

The correspondence will open for review

14. Click Edit to add or change information in the letter

W MUNSON HEALTHCAR OMH Medical Group	RE	
A Service of Otsego Memorial Hospital		
Dr Misc FD 2572 N US Highway 131 Elmira, MI 49730-8252 (989) 731-7916		
Abby L Testing 271 Mocoy Rd W Gaylord, MI 49735-8253		
Date of Birth: 11/05/2011	14	
Encounter Note sections not available for merge.	Edit	Close



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- 15. Edit the body of the letter
- 16. Click Save



The Clinical Correspondence window will reopen:

- 17. Select a print option:
- Print Now to send to the selected printer
- Archive to save to the chart and send to the patient via the portal
- Save and Finish Later to save current progress and finish it later
- Assign to User to send to another Intergy user for processing or review
- 18. Click Ok

Clinical Correspond	ence	?	×
Testing, Abby L.	0 11/05/2011 11y 2m F		
Letter From:	Dr Misc FD		
Patient Encounter:	01/16/2023 Data Update Encounter Note sections not available for merge.		
Send to:	O Provider O Facility Patient O Insurance O Employer		
To Patient:	Abby L. Testing via Print	\sim	
Letter Template:	General Correspondence \vee		
FHIR Type:	Medical records \vee		
Print Now	Archive Only 🔿 Save and Finish Later 🔿 Assign to User		
Printer:	\\OMH-PS1.0MHM.com\TRN01P	\sim	
	18		
Preview	ок		Cancel