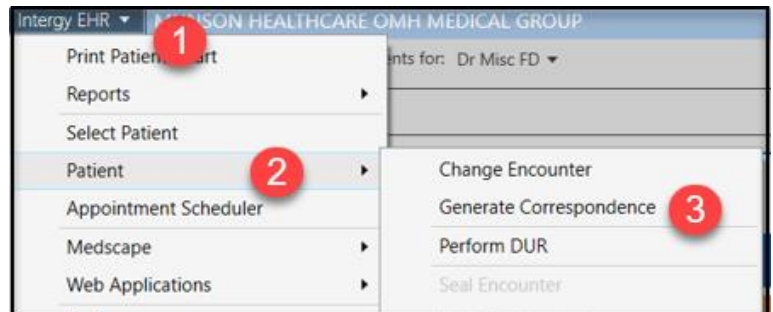# Correspondence Creation for All Staff
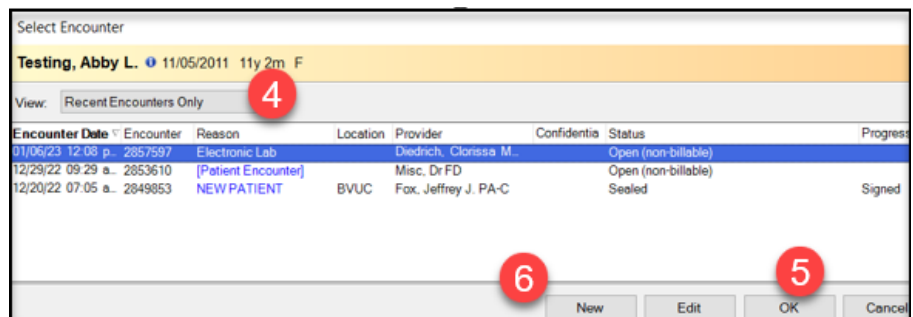
## Creating a Clinical Correspondence

After the patient chart has been opened in Intergy EHR:

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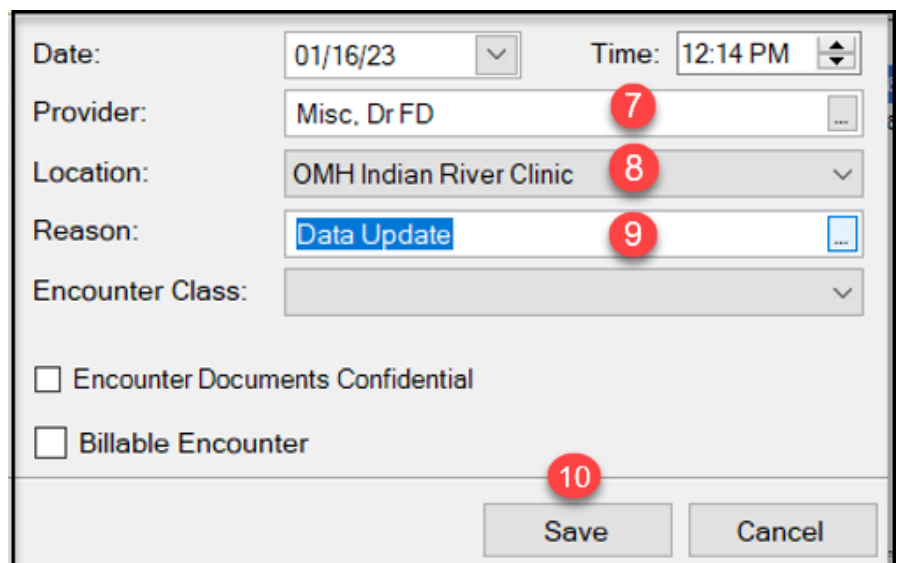


If an encounter has not been opened:

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
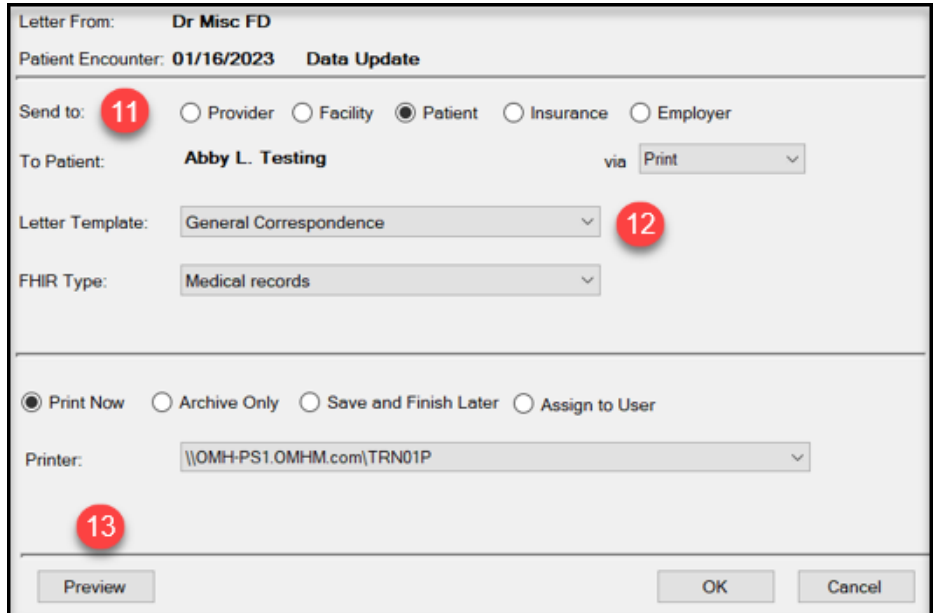10. Save

In the Clinical Correspondence window:

11. Choose the recipient

Template options are based on the recipient

12. Select the Letter Template
13. Click Preview
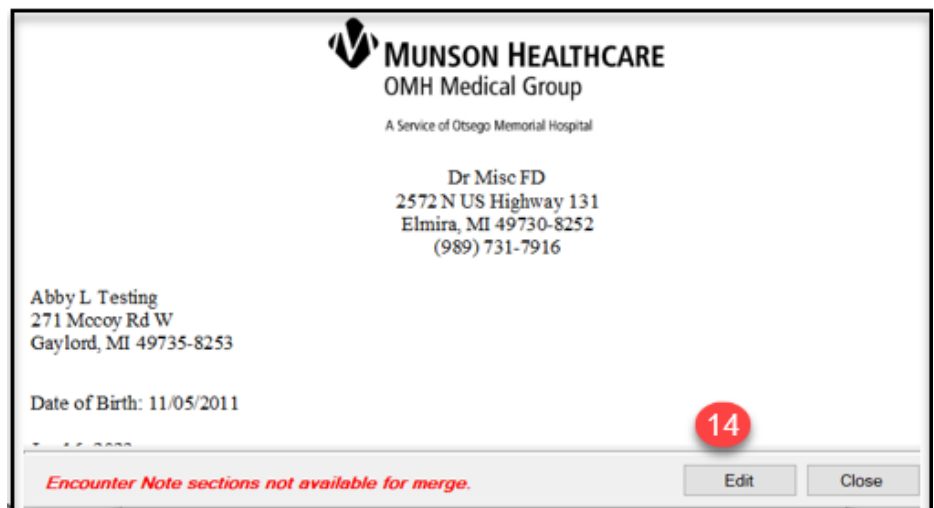


The correspondence will open for review

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

MUNSON HEALTHCARE

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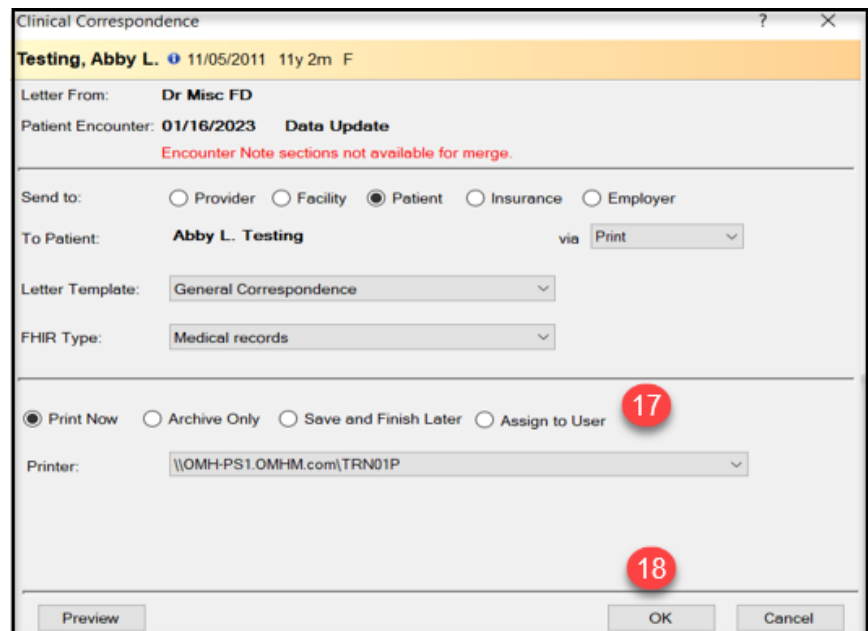


The Clinical Correspondence window will reopen:

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