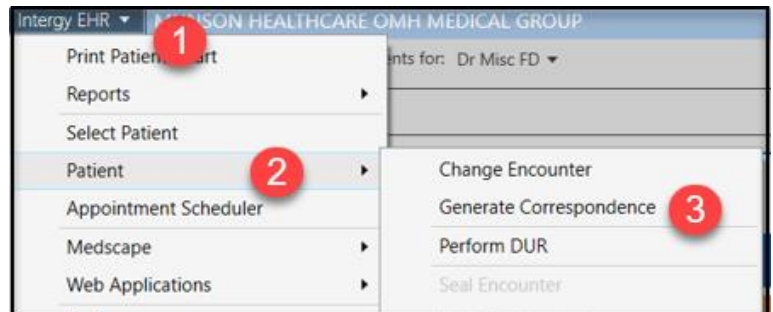


Creating a Clinical Correspondence

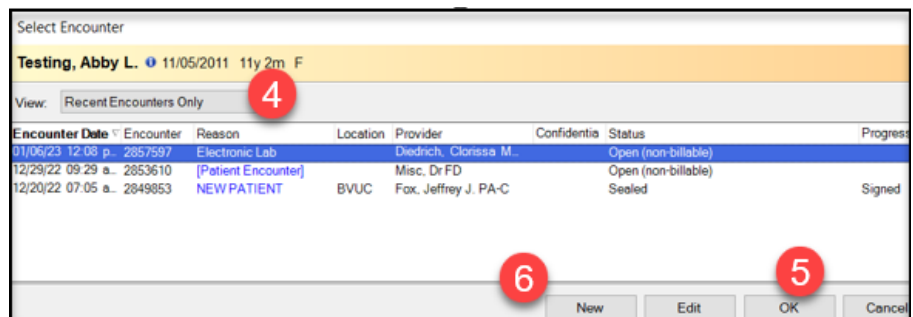
After the patient chart has been opened in Intergy EHR:

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



If an encounter has not been opened:

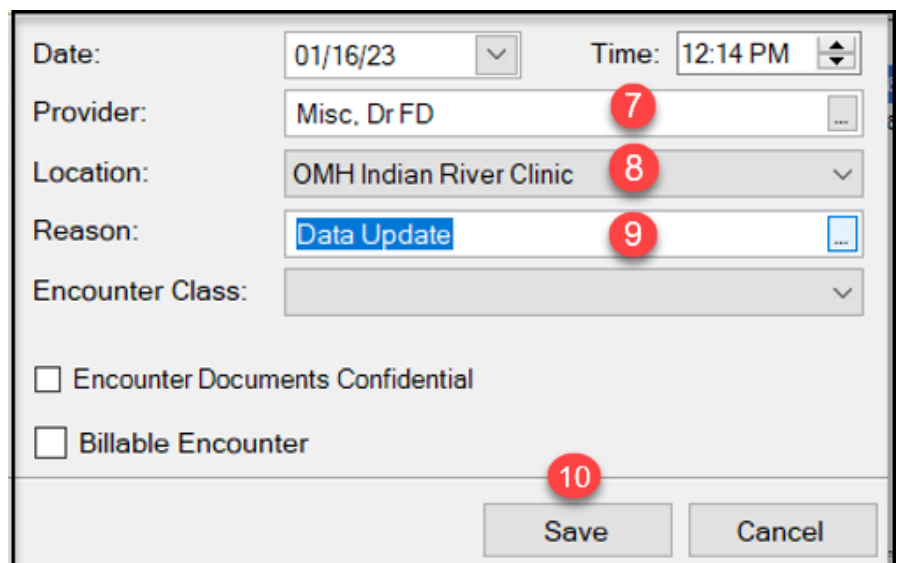
4. Choose the encounter that relates to the correspondence
5. Click OK
- or
6. Click New to create a new correspondence



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



Correspondence Creation for All Staff

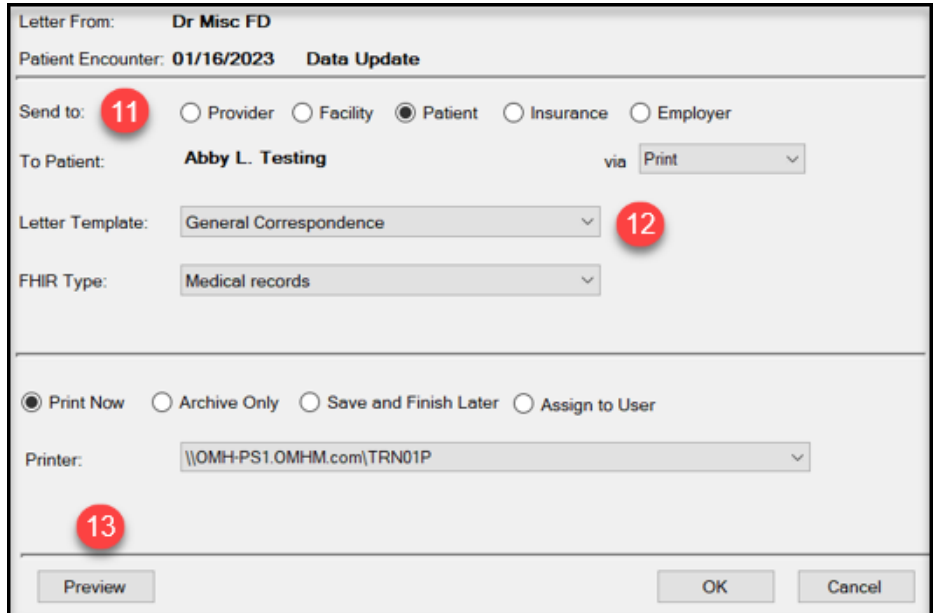
Intergru EHR, Ambulatory JOB AID

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** Provider Facility Patient Insurance Employer

To Patient: **Abby L. Testing** via **Print**

Letter Template: **General Correspondence** **12**

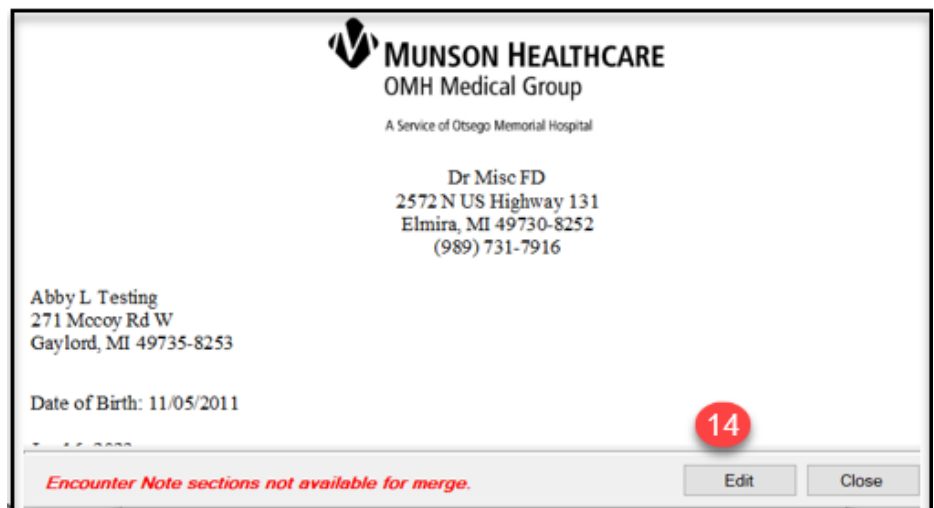
FHIR Type: **Medical records**


Print Now Archive Only Save and Finish Later Assign to User

Printer: **\\OMH-PS1.OMHM.com\TRN01P** **13**

The correspondence will open for review

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



 **MUNSON HEALTHCARE**
OMH Medical Group
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 Mccoy Rd W
Gaylord, MI 49735-8253

Date of Birth: 11/05/2011

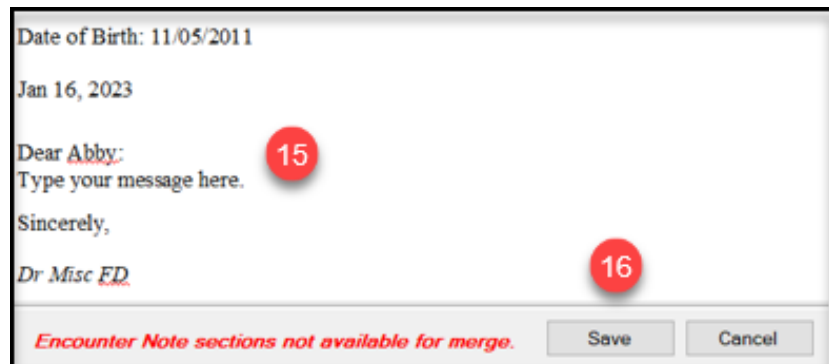
14

Encounter Note sections not available for merge.

Correspondence Creation for All Staff

Intergy EHR, Ambulatory JOB AID

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



Date of Birth: 11/05/2011

Jan 16, 2023

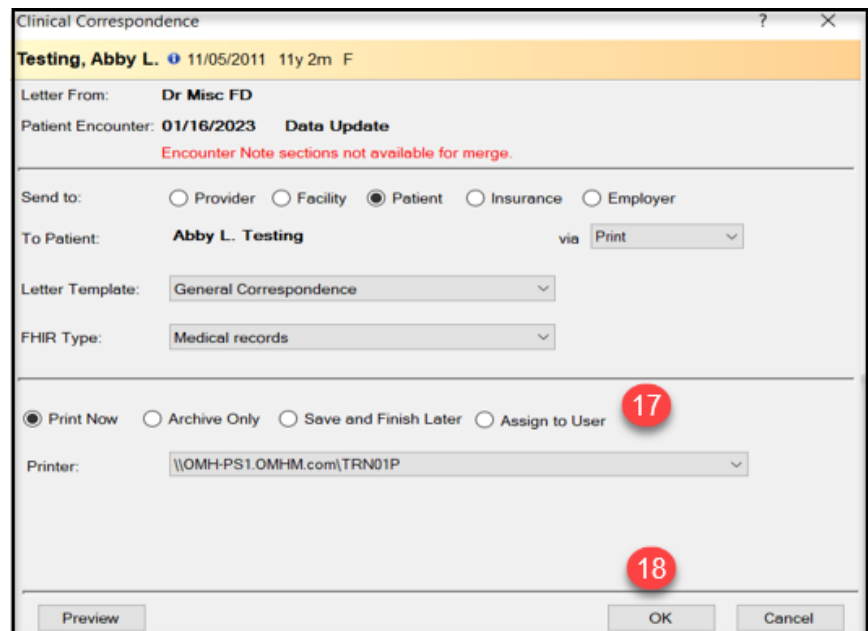
Dear Abby:
Type your message here.

Sincerely,
Dr Misc FD

Encounter Note sections not available for merge. Save Cancel

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 Correspondence

Testing, Abby L. 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: Provider Facility Patient Insurance Employer

To Patient: **Abby L. Testing** via **Print**

Letter Template: **General Correspondence**

FHIR Type: **Medical records**

Print Now Archive Only Save and Finish Later Assign to User

Printer: **\\OMH-PS1.OMHM.com\TRN01P**

Preview OK Cancel