

Creating Appointment Letters/Labels for all Staff

Intergy Practice Management, Ambulatory JOB AID

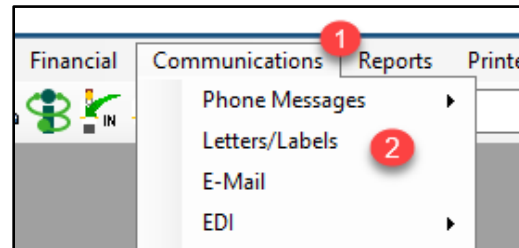
Appointment Letters/Labels

Letters or labels can be generated for those patients who meet a specified criterion.

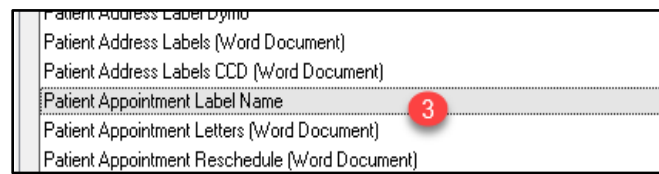
Each letter or label document is assigned a type, either General or Appointment, that determines the available selection criteria. This example shows the selection criteria for an Appointment letter or label.

Sign in to Intergy Practice Management to access Letters/Labels.

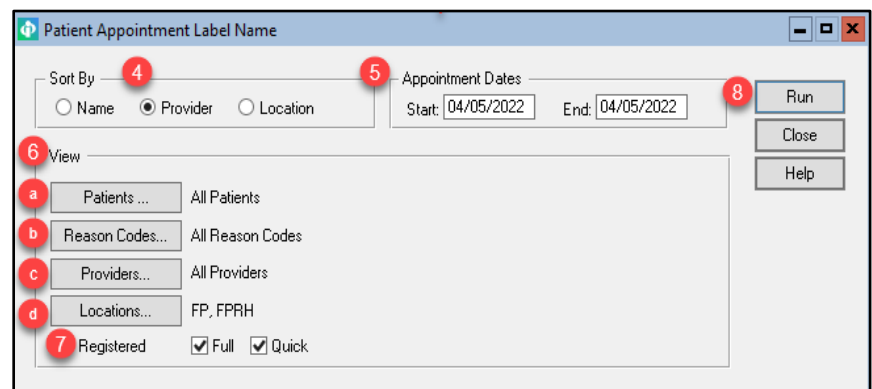
1. Navigate to Communications
2. Choose Letters/Labels



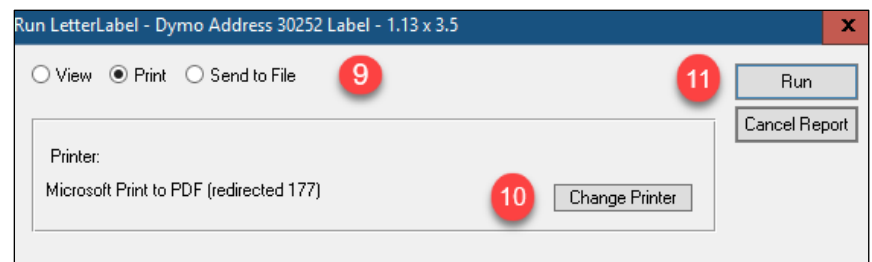
3. Select the name of the desired Letter/Labels template



4. Choose a Sort By option: Name, Provider or Location
5. Enter Appointment Start and End Dates
6. Complete the View Options
 - a. Select patient(s) or choose all
 - b. Select reason code(s) or choose all
 - c. Select provider(s) or choose all
 - d. Select location(s) or choose all
7. Check both Full and Quick Registered
8. Run



9. Select option to View, Print or Send to File
10. Change Printer option if necessary
11. Run



Follow the same steps to print General letters or labels. Additional selection criteria are available for General letters or labels.