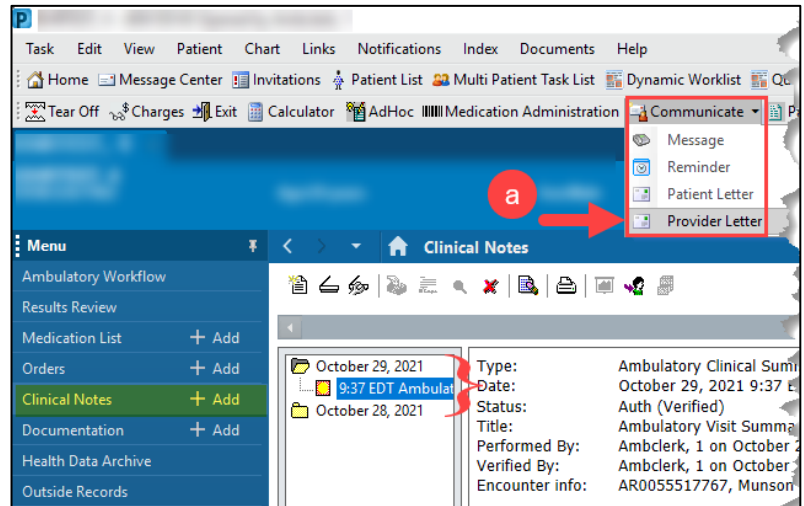
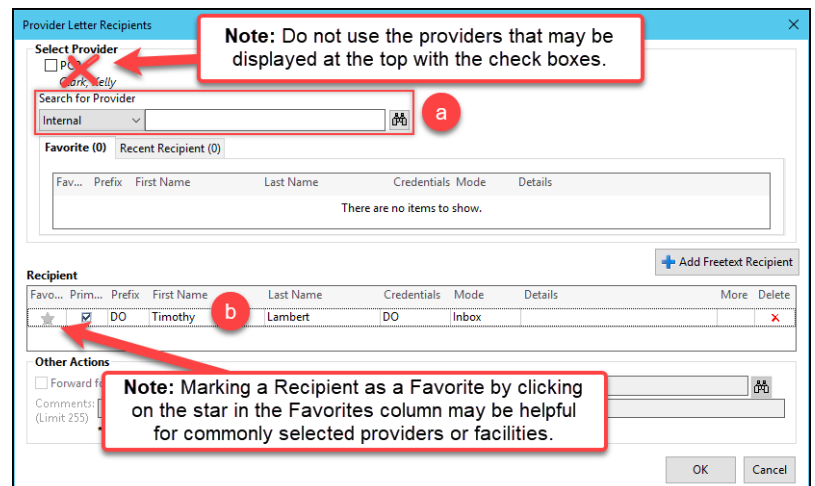


Office Note Distribution Process

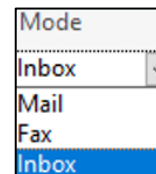
1. Locate the patient consult note within Clinical Notes and double click to open.
 - a. On the top tool bar click the drop-down arrow next to **Communicate**, then on **Provider Letter**.



2. Select the provider who will receive the communication.
 - a. Use the binoculars to search for the provider or facility.
 - b. The selected Provider will be placed in the Recipient section.



3. The mode of transmission defaults to one of the following:
 - a. Mail: Non-Munson secure email (Direct Trust).
 - b. Inbox: If the provider actively uses Message Center.
 - c. Fax: If the provider has neither inbox nor secure email.



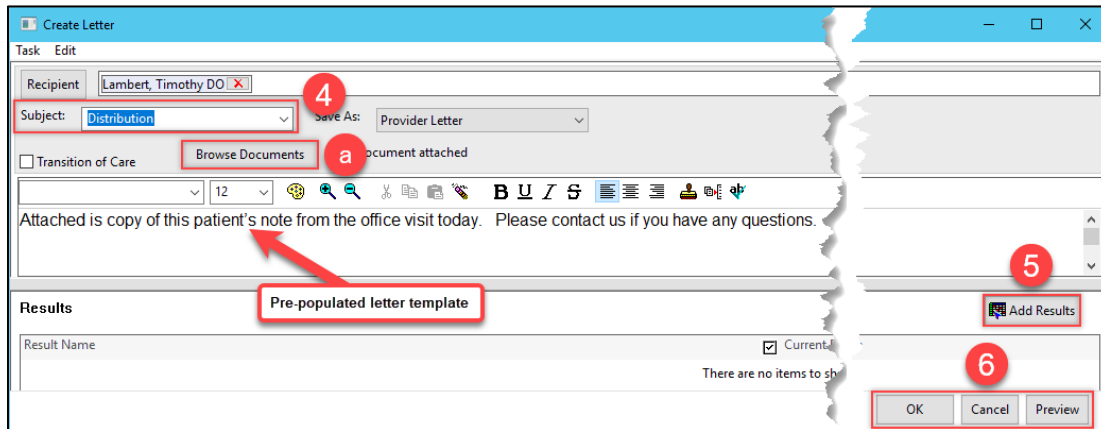
Important: If the secure email is Allscripts, please change the mode of transmission to Fax. Allscripts offices receive many faxes and they often fail. It may be necessary to print and send via USPS mail if this continues to happen.

Office Note Distribution Process for Clinical and Clerical Staff

Cerner Ambulatory PowerChart EDUCATION

4. Select **Distribution** in the Subject Field which will pre-populate a template to begin the letter.
 - a. Click on **Browse Documents** to select the office note(s) to attach.
 - b. Attach selected text, full documents, or specific sections as needed.
5. Click on **Add Results** to include test results from Results Review.
6. Click **Preview** to preview the document if desired, then click **OK** to send.

Attach Text Selection
 Attach Full Document
 Attach Document Sections



Note: If you receive a failure after sending a secure email, send the document via fax the second time, then place a Helpdesk ticket to report the details of the failure.