

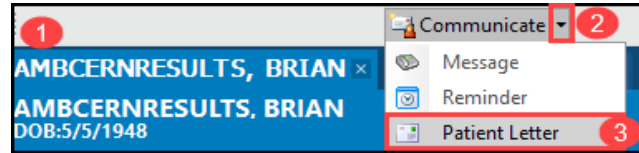
Patient Letter Creation for Clinical Staff and Clerical Staff

Cerner PowerChart Ambulatory EDUCATION

Patient letters can be created in PowerChart to communicate information to a patient. Patient letters can be created from two different locations in PowerChart.

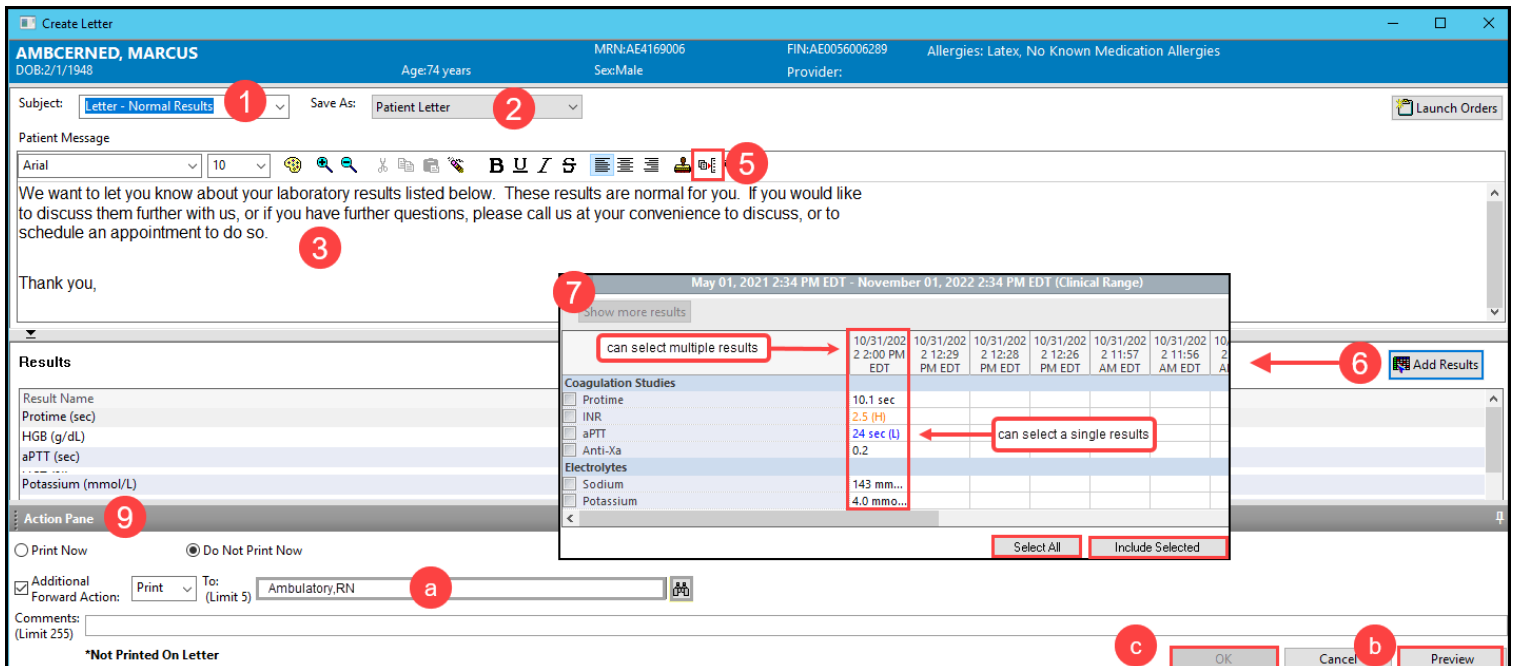
Creating a Patient Letter from the Toolbar

1. Open the patient's chart.
2. Within the top toolbar, click the Communicate drop down arrow.
3. Select Patient Letter.



A new window with the Create Letter template will open.

1. Select the appropriate Subject.
2. Verify the Save As field displays Patient Letter, change to correct selection as needed.
3. The pre-populated letter template will display based on the Subject selected.
4. Modify the text as needed.
5. Auto Text is available to add within this field.
6. Click Add Results to attach results to the letter.
7. The Results Review window will open.
8. Select a single result to attach by clicking on the cell. Select multiple results to attach by holding the CTRL key and selecting the individual values or the date(s) to include all results from that date.
9. The Action Pane window allows the sender to Print Now, or Do Not Print Now.
 - a. Forward to yourself to print later or other support staff to print.
 - b. Select Preview to view the letter before printing.
 - c. Click OK to complete the Action Pane.

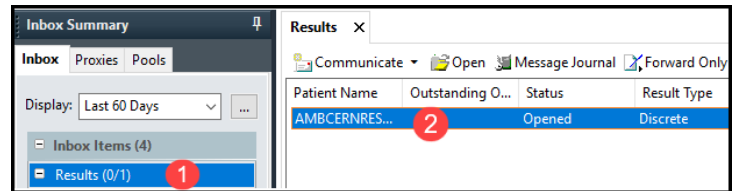


Note: Comments added in the Action Pane will not print on the letter.

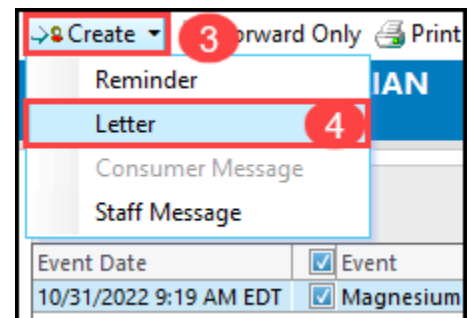
Creating a Patient Letter from Message Center

Within Message Center Results:

1. Click on Results from the Inbox Item.
2. Select the result you wish to view and double click to open.



3. Click on Create and select Letter.
4. Once the Create Letter template opens, follow the above steps to create and print, or forward the letter.



Note: The results viewed in the Message Center will be added to the patient letter. If you need to add more results, click the Add Results button.