



# Letter Workflow

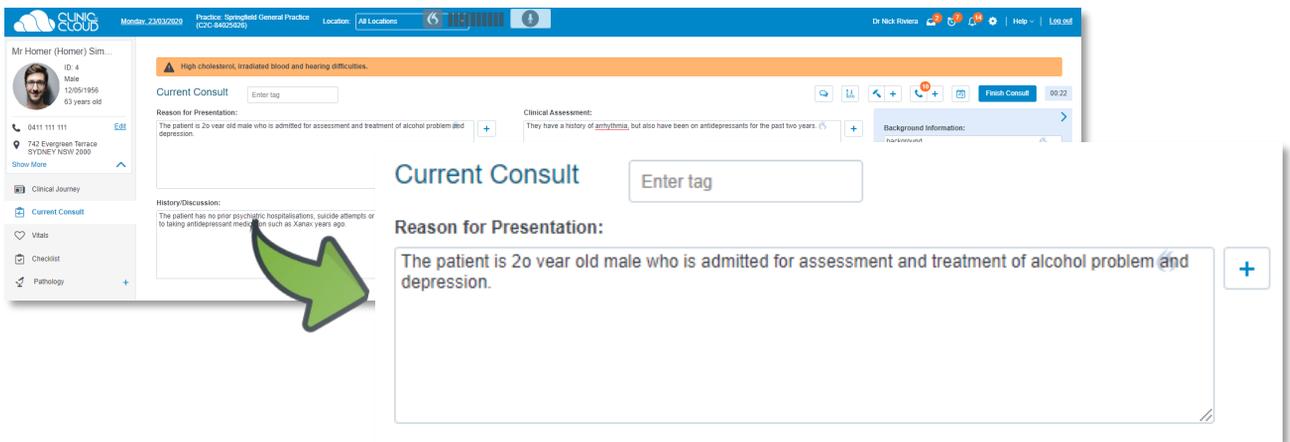
Product Training

# ENTER CONSULT NOTES



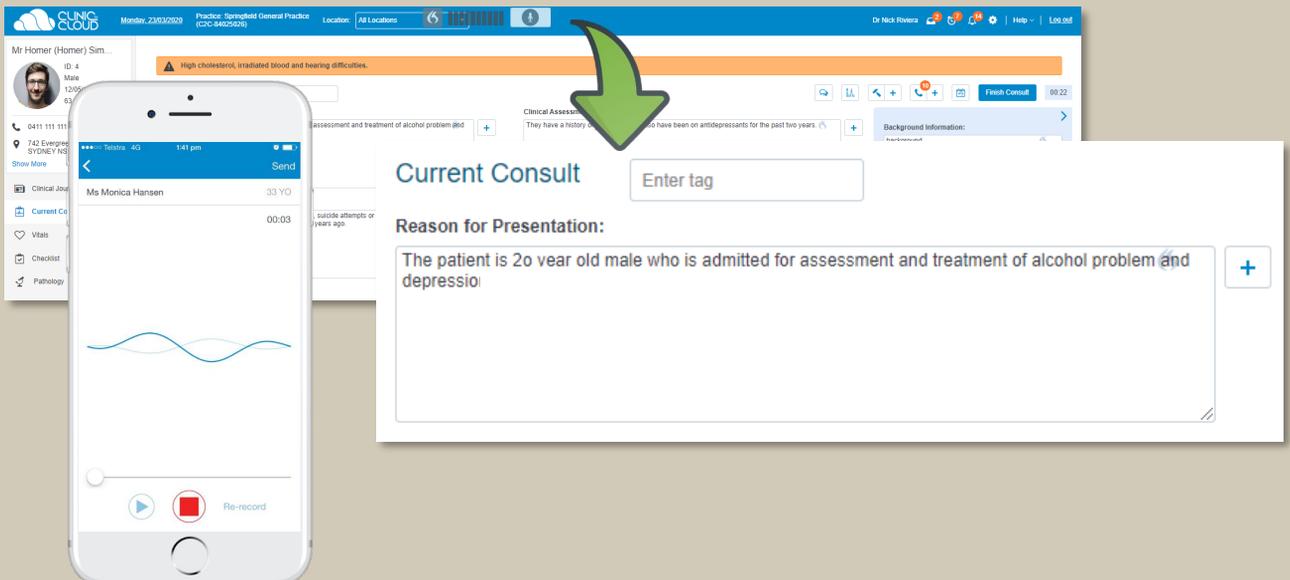
Doctor

From the patient's Current Consult screen, the doctor will **type** consult notes.



## VR

From the patient's Current Consult screen, the doctor will **type** or **dictate** consult notes into the **desktop** or **Doctor App**.



# CREATE A LETTER NOW VS LATER

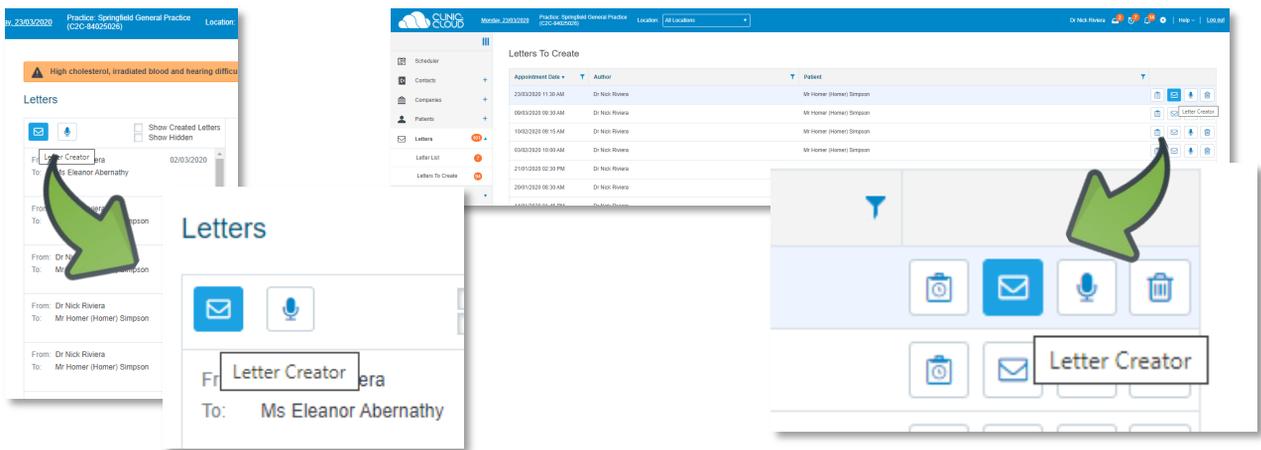


Doctor

Doctors have the option to create a letter **now** from within the **Letters tab** in the patient's consult screen.

Create a letter **later** from within the '**Letters to Create**' list from the Scheduler at the end of the day.

Select the **Letter Creator** icon to create the letter.

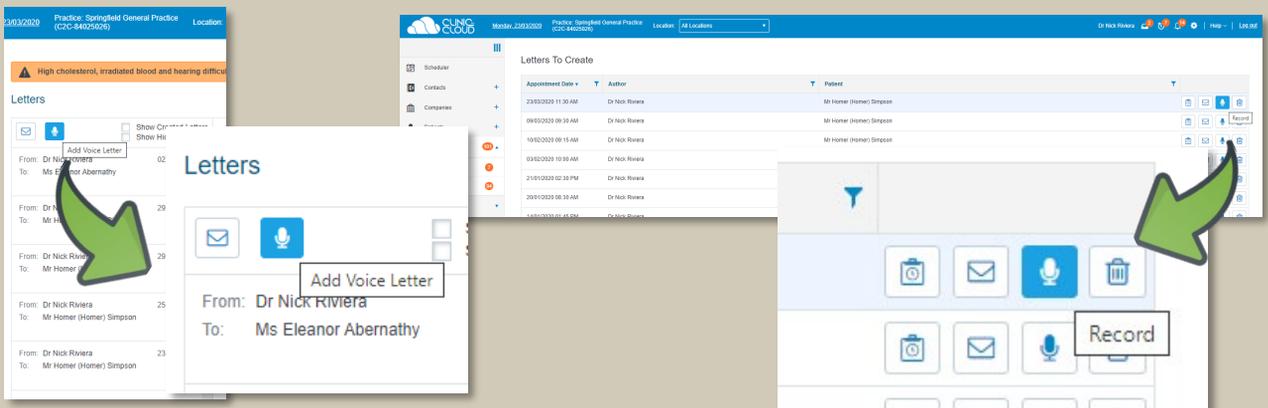


VR

Doctors have the option to create a letter **immediately** from within the **Letters tab** in the patient's consult screen or the Doctor App.

Create a letter **later** from within the '**Letters to Create**' list from the Scheduler or Doctor App at the end of the day.

Select the **Microphone (Record)** icon to create the letter.

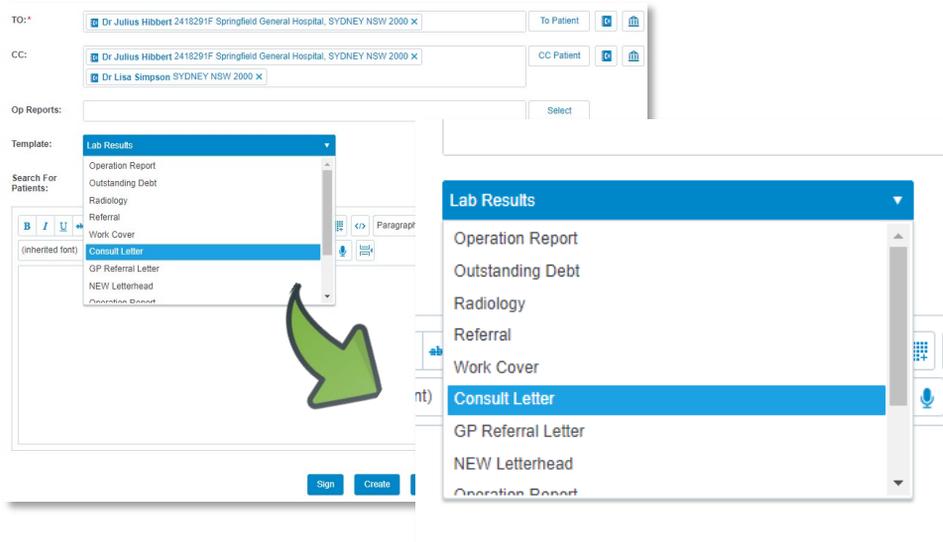


# SELECT A LETTER TEMPLATE

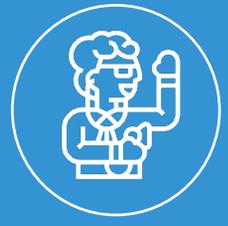


Doctor

Doctor selects which letter template they would like to use to have their consult notes populated into.

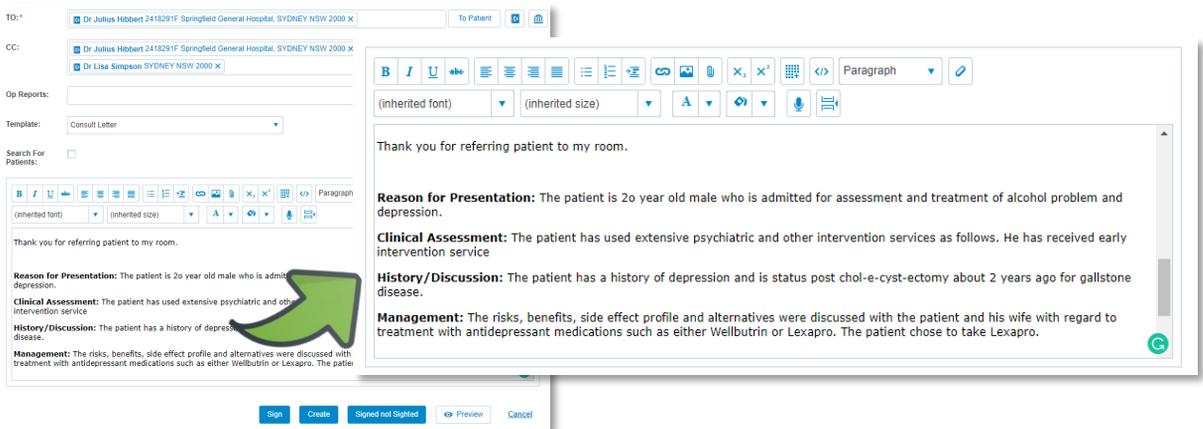


# COMPLETING A DICTATED VS POPULATED LETTER



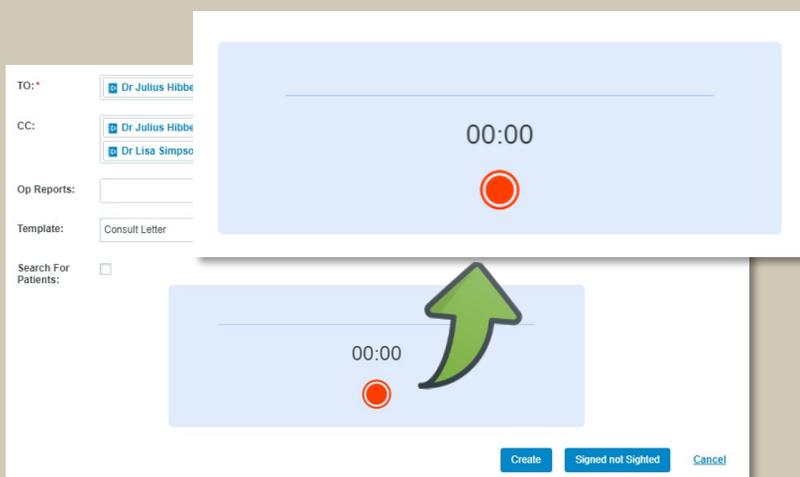
Doctor

The doctor will now have their consult notes populated into their selected letter template.



## VR

The doctor can now click the red record button to complete a recording to be converting to text into their selected letter template **within the desktop or Doctor App.**



# CREATE, SIGN OR SIGN NOT SIGHTED



Doctor

The doctor can **'Sign'** to advise the administrator that this letter does not require further editing and is ready to be sent.

The doctor can **'Create'** to have their populated text sent to the Administrator to revise and sign after.

The doctor can **'Sign not Sighted'** to have their populated text sent to the Administrator to revise and send on their behalf without reviewing the letter one last time.

The screenshot shows a medical letter interface. At the top, there are fields for 'TO:' and 'CC:' with patient names and hospital information. Below these are 'Op Reports:' and 'Template:' dropdown menus. A rich text editor is visible with a toolbar and some text. At the bottom, there are three prominent blue buttons: 'Sign', 'Create', and 'Signed not Sighted'. A green arrow points to the 'Sign' button. Below the buttons, there is a 'Thank you for referring patient to my room.' message and a 'Reason for Presentation' section with text about a patient's admission for assessment and treatment of a problem and depression.

## VR

The doctor can **'Create'** to have their recording text sent to the Administrator to revise and sign after.

The doctor can **'Sign not Sighted'** to have their recording text sent to the Administrator to revise and send on their behalf without reviewing the letter one last time.

The screenshot shows a medical letter interface. At the top, there are fields for 'TO:' and 'CC:' with patient names and hospital information. Below these are 'Op Reports:' and 'Template:' dropdown menus. A rich text editor is visible with a toolbar and a timer showing '00:00'. At the bottom, there are two prominent blue buttons: 'Create' and 'Signed not Sighted'. A green arrow points to the 'Signed not Sighted' button. Below the buttons, there are 'Create', 'Signed not Sighted', and 'Cancel' buttons.



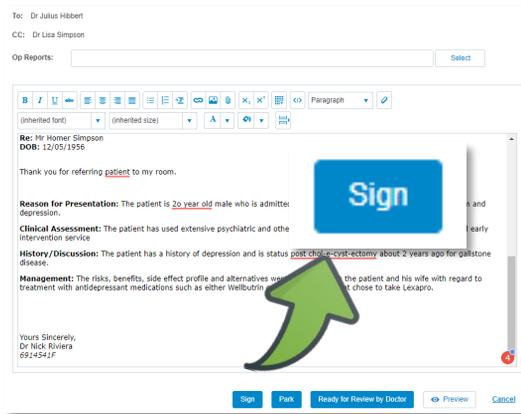
# READY FOR REVIEW AND SIGNED



Doctor

Doctors view letters to review or sign within the **'Letter List'**.

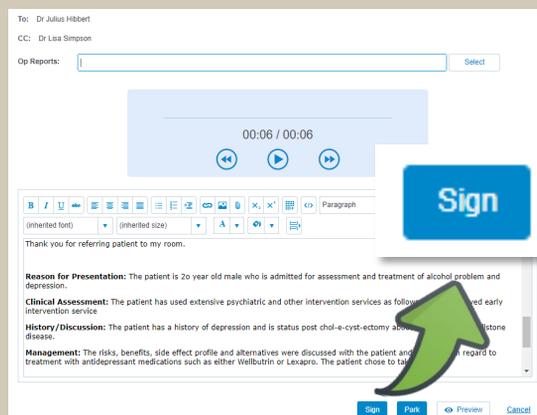
Once the Administrator has edited the Clinician's letter and has clicked **'Ready for Review'** after editing the letter, the letter will go back to the Clinician **'Ready for Review'** to sign before sending .



## VR

Once the Administrator has edited the Clinician's letter and has clicked **'Create Letter From Recognised Text'** after editing the letter, the letter will go back to the Clinician **'Ready for Review'** to sign before sending.

If the Clinician clicked **'Sign not Sighted'** when creating the letter, the Administrator will be able to **'Sign'** after editing then send the letter.





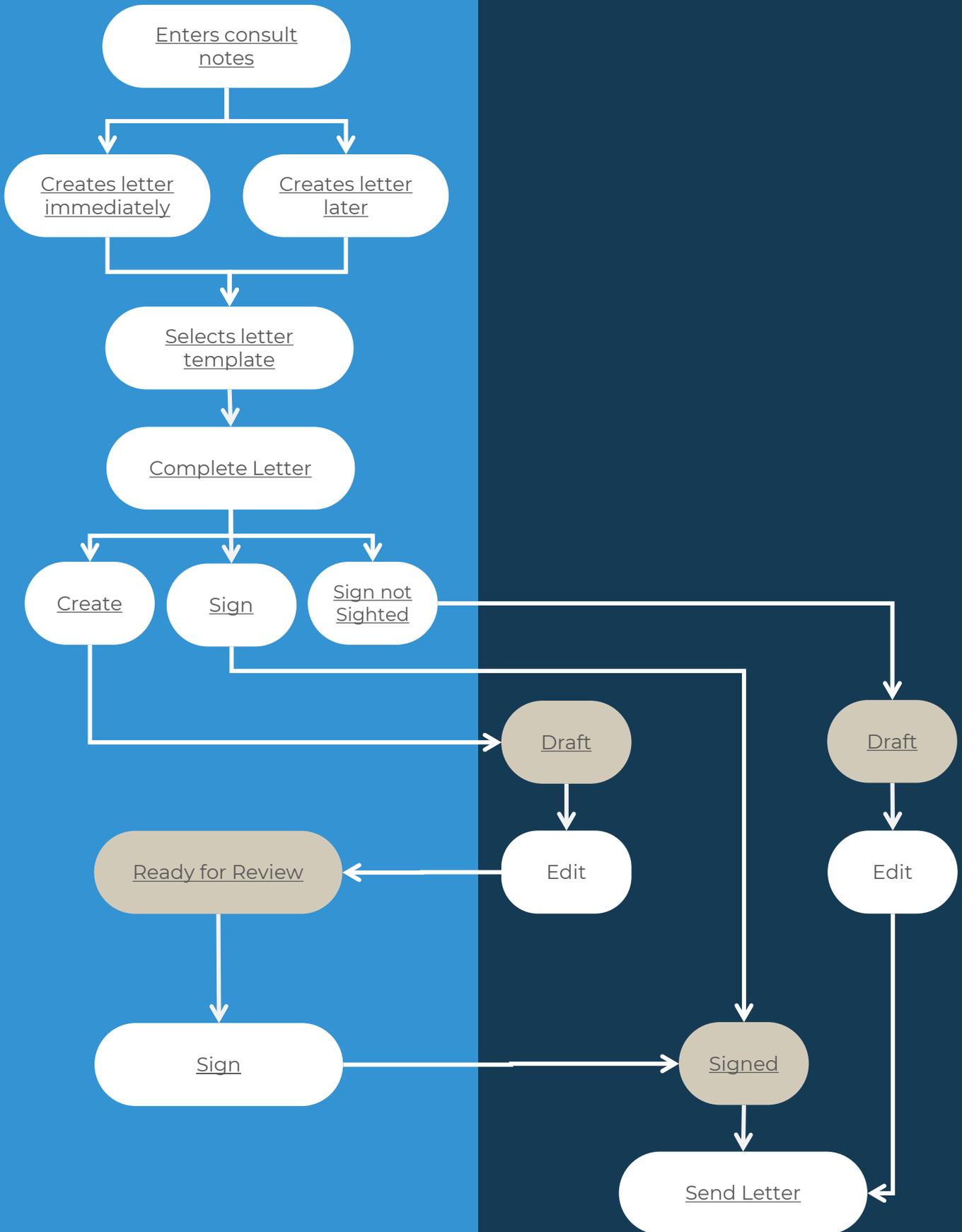
Doctor



# POPULATE LETTER FROM CONSULT



Admin



Doctor



DICTATED LETTER



Admin

