ADMIN LETTER WORKFLOW TIPS

Ensure the referring GP and interested parties are added to the patient file

Enter the referring doctor and any interested parties into the patient's demographic file prior to the letter being created, to ensure the *To* (*Referrer*) and *CC* (*Interested Parties*) fields pre-populate for the doctor creating the letter.

Letters cannot be re-addressed once they have been created or signed by the doctor.

Pre-populate letters with existing information

Pre-populate information from the consult into your letters using *Tags*, such as *Reason for Presentation, Previous Issues/Procedures, Background Information, Current Medications, Pathology or Imaging Results*, and more.

Admin staff can edit your templates to include *Tags* using instructions available here.

Send letters faster via Secure Messaging

Practices using *Secure Messaging* can easily search for letter recipients' secure messaging IDs using our integrated directories.

Instructions on searching for recipients can be found here.

Correcting Voice Recognition transcription

When editing transcriptions in the *Recognised* status, ensure the text matches the audio file. This will ensure the Voice Recognition profile can learn to match the doctor's dictation output to the text output.