

# DOCTOR LETTER WORKFLOW TIPS



## Want Admins to sign letters on your behalf?

Enable your admin staff to review and edit your dictations, and send the letter to recipients without your final review.

Simply enable the *Sign not Sighted Feature* by following the instructions found [here](#).



## 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](#).



## Select the voice recognition mode of your choice

If dictating letters, be sure to select the correct Voice Recognition mode:

- If you are using desktop or laptop, select the microphone icon (*Typist Mode*) to dictate a letter for your admin to review, or the envelope icon (*Self Mode*) to self-correct as you dictate. If using Self Mode, be sure to correct the text exactly as it is dictated before clicking Create or Sign.
- If you are using the **Doctor App**, select your chosen Recognition Mode through your Settings.



## Never miss a letter

Use your **Letters to Create** list as a 'to-do list'. The **Letters to Create** list will contain all unwritten letters for the *Appointment Types* you wish to have a letter written for.

Choose the *Appointment Types* you wish to create a pending letter for [here](#).



## Ensure the referring GP and interested parties are added by admin

Admin staff should enter the referring doctor and any interested parties into the patient's file prior to the letter being created, to ensure the *To (Referrer)* and *CC (Interested Parties)* fields pre-populate for you when writing the letter.

Letters cannot be re-addressed after being created or signed.