

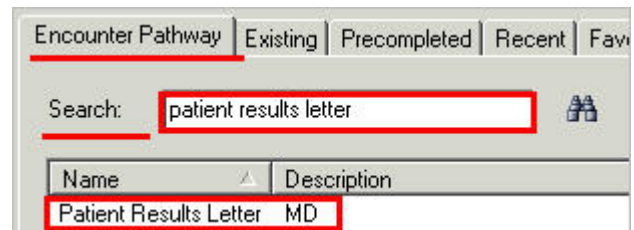
## Patient Results Letter in PowerNote

**This process allows providers to create a Results letter using PowerNote.**

The letter is automatically mailed to the patient by Patient Data Services on letterhead and in a patient friendly format.

The correct Document Type (**Letter – Mail to Patient**) *must* be used in order for the letter to be mailed.

1. Open PowerNote and search for the **Patient Results Letter** template in the **Encounter Pathway** tab.



Name	Description
Patient Results Letter	MD

*Note: Alternately, a Patient Results Letter can be written using **Add Document** and the **Letter – Mail to Patient** document type. Labs are not easily imported into an **Add Document Patient Letter**. This is described in another job aid.*

2. An outline will appear with a template for the letter.
3. Click on each section of the outline to add specific information.
  - a. Click on **Dear** to enter the name by which you wish to address your patient.
  - b. **Introduction** is the paragraph in which you explain the reason for your letter.
  - c. **Results** allows you to select and add the results you wish to include.
  - d. **Comments** is the area where you can comment on the results.
  - e. **Instructions** is the area where you can tell the patient what to do next, or how to reach you or your team.
  - f. **Signature block** is for your signature on the letter.



<Hide Structure>

Dear===

Introduction

Results

Comments

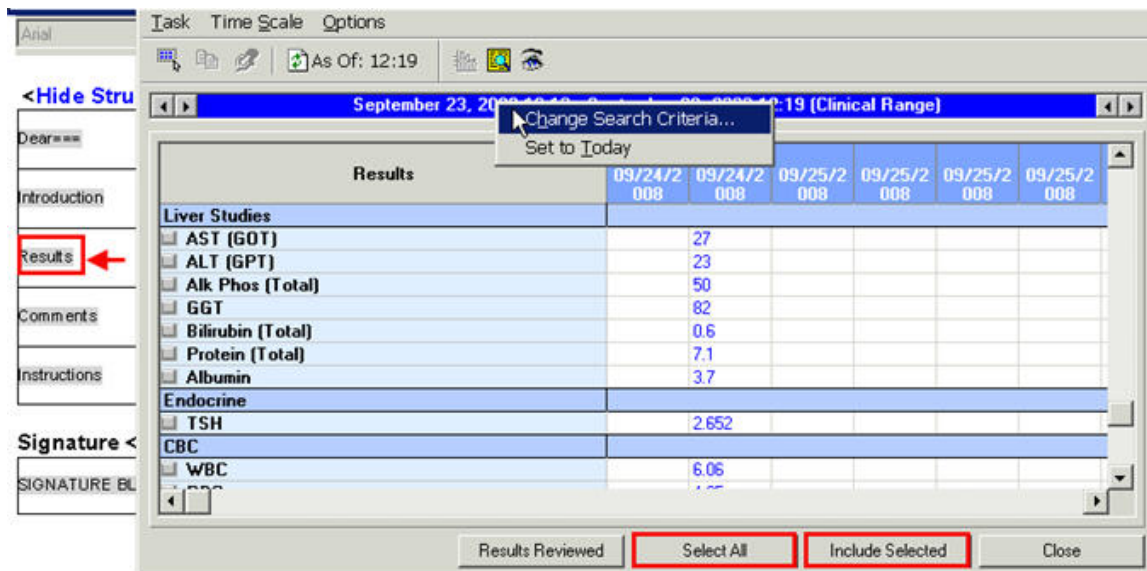
Instructions

Signature <Hide Structure>

SIGNATURE BLOCK

Results can be inserted directly from the medical record.

1. Click on the **Results** section of the template.
  - a. A flow sheet with the last 50 results will appear.
  - b. Right Click on the search criteria bar to change the number of results or the time frame of the results.
2. Click on the result that you wish to include in the letter.
  - a. Hold down the **Control Key** to choose more than one result.



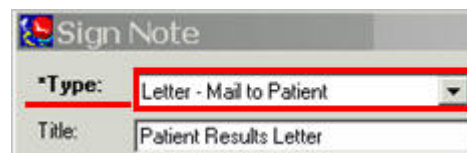
3. Click on the **Include Selected** button to add results to the letter or click on **Select All** to include all results.

## Signing and Sending



- Click on **Sign** icon on toolbar.

Remember to change **Document Type** to **Letter – Mail to Patient**. Use of this Document Type is the **only** way to generate the mailing.



*Note: If you repeatedly need to create a similar result letter, you can speed up the process by creating a Macro or Autotext for each section of the letter, including your signature. This is described in another job aid.*