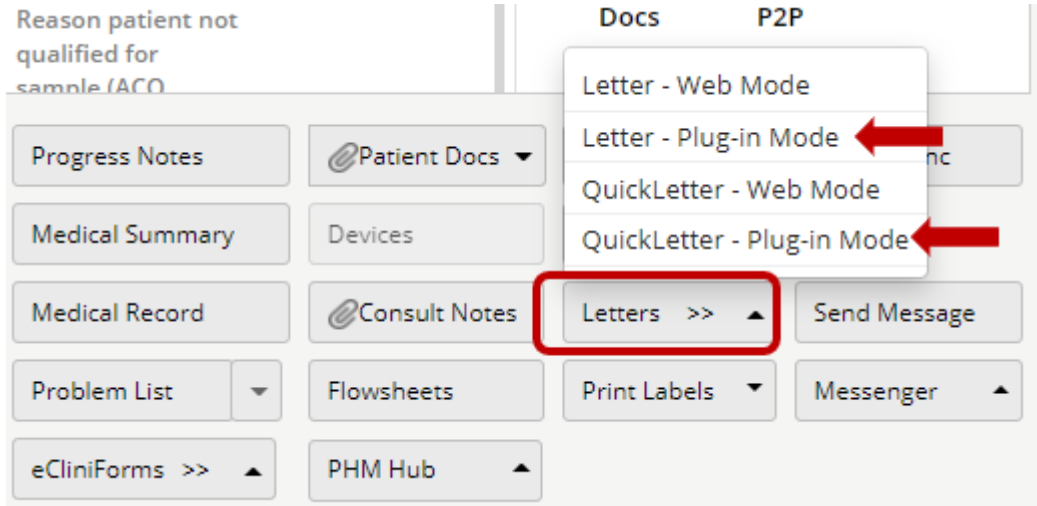


How to generate and save, print and/or fax letters, forms & reports:

Letter Mode generates letter and allows you to edit before selecting print

Quick Letter Mode will generate letter and open print window

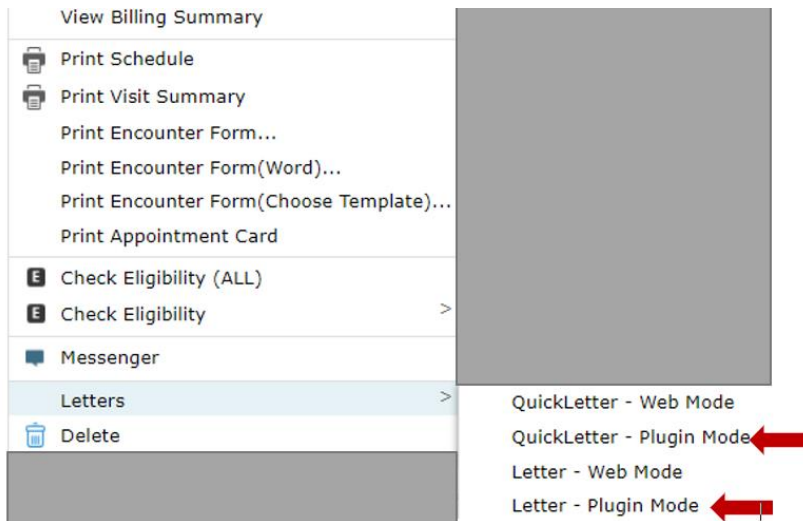
Patient Hub > Letters > Letter – Plug-in Mode or Quick Letter Plug-In Mode



Progress Notes>Letters>Letter – Plug-in Mode



Resource Schedule > Right Click on Patient Appointment > Letters



For Quick Letter Mode:

1. Select the letter/form/report you wish to generate
2. The Print Setting window will appear for you print document

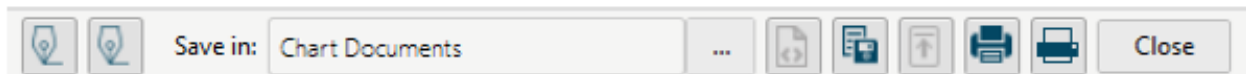
For Letter Mode:

From the Letter Templates – Plug-in Mode window

1. Select the letter/form/report you wish to generate
2. Click the Run Letter icon at bottom right



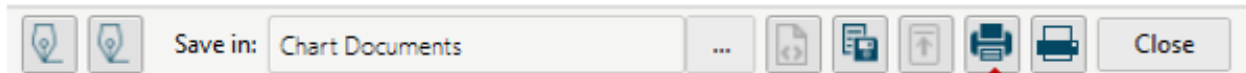
This toolbar is found at the bottom of window after you generate letter.



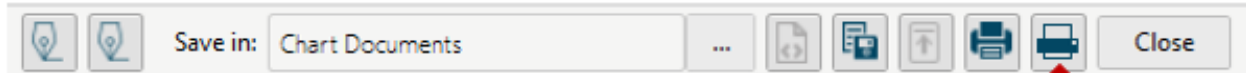
↑ This icon will import (create a stamp) of provider's signature on the letter. You will have to move the stamp to the correct location after importing.



This is where you set the Specified Folder for the document to save to the correct folder when you print or fax document.



This icon will save the document in the patient's Specified folder and will open the Printing Settings window to Print Document.



This icon will save the document in the patient's Specified folder and will open the Fax Documents Preview window to Fax Document.



This icon will overwrite the current template file. Use the print or fax options above and the document will save in the Specified Folder in Patient Docs. **DO NOT CLICK.**



