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**NECS Clinical Systems Specialist Team**

# EMIS Web - Sending Letters Mini Guide

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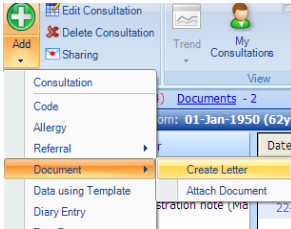
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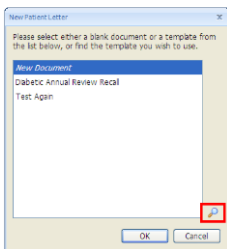
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## Sending a General Letter

1. Within the patient record, click the **Add** button from either **Summary** or **Documents**.



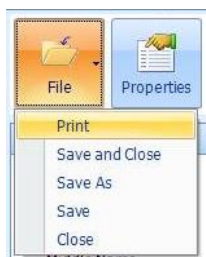
2. Select **Document - Create letter**. If you were in the documents ribbon, create letter would be in the first list.
3. Select the letter you wish to send from the list and click **OK**. If it is not in the list, click the **magnifying glass**.



4. If you have used the magnifier to search for a letter, type in the name of the letter and press return to find it, highlight it and click **OK**.
5. You may need to complete Patient Letter Details e.g. Free Text Prompts and or Free Text Body. Click **OK** when complete.
6. The letter will open, complete as normal.

**Note:** You can add additional mail merge if required e.g. Medication.

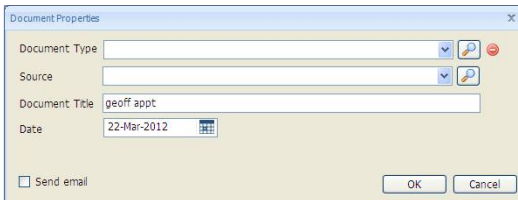
7. Click **File**. Click **Print** if you require a printed copy of the letter.



8. Click **File** and **Save and Close** when the letter is complete.

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- The Document Properties will display. Some of the fields may already be completed. Complete as appropriate.



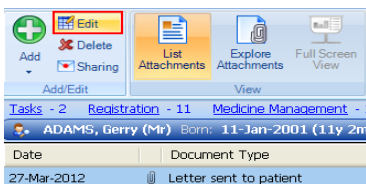
- Click **OK**.

- You will now see the letter displayed within the patient record.

**Note:** If you want to email this letter now right click and select **View Document** and then select the button to **Send**, then select **Email**. (This will only work if your email account has been configured correctly.)

## Editing a Letter

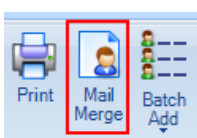
- Click **Documents** in the navigation ribbon.
- Highlight the letter you wish to edit click **Edit**.



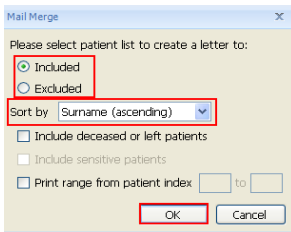
- If you wish to edit the content of the letter, make your changes and **Save** as above. If you wish to edit the name and or type of letter, click **Properties**, make the changes, click **OK** then **Save** as above.

## Sending a Letter via Searches

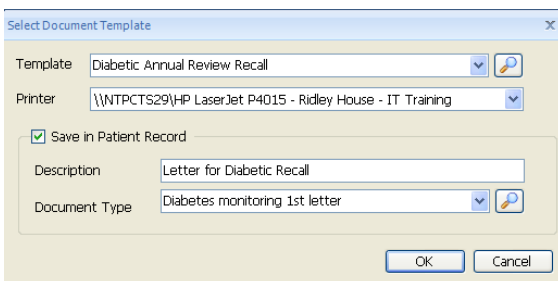
- Access **Population Reporting** via the homepage or **EMIS – Reporting – Population Reporting**.
- Build and run the appropriate search.
- Click to highlight the search and select **Mail Merge** from the ribbon.



- Complete the Mail Merge Dialogue as appropriate. Click **OK**.



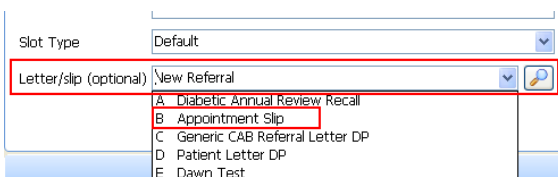
- Complete the **Document Template** dialogue as appropriate. If the letter is to be saved into the patient record it is advisable to read code the letter via Document Type. Click **OK**.



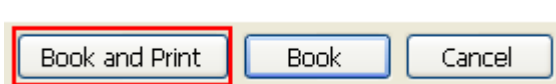
- The letters will now print and the system will return to Population Reporting.

## Printing an Appointment Letter

- Click an appropriate slot time and select **Book**.
- The Book slot dialogue will display. Use the drop down to select the appropriate **Letter/Slip**. If not listed click the **Magnify** icon to search for the letter.

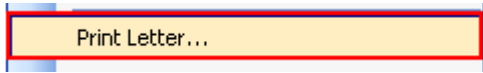


- Click **Book and Print** when done.



- Complete the **Document Template** as covered above. Click **OK**.

5. If the appointment is already booked, right click on the patient and select **Print Letter**.



6. Complete as above.