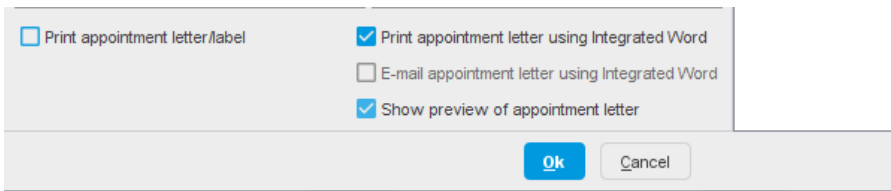


## NECS Clinical Systems Specialist Team SystemOne - Printing Appointment Letters

### Printing an Appointment Letter when booking an appointment

1. When the appointment confirmation window displays, tick **Print Appointment Letter using Integrated Word** – you can also tick **Show preview of appointment letter** if you want to view the letter before printing
2. Click **Ok**



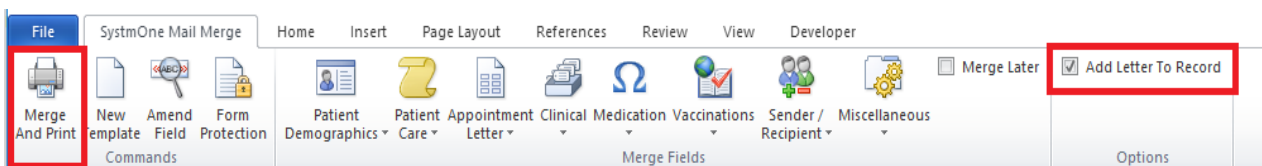
The screenshot shows a dialog box with the following options:

- Print appointment letter/label
- Print appointment letter using Integrated Word
- E-mail appointment letter using Integrated Word
- Show preview of appointment letter

Buttons: **Ok**, **Cancel**

3. You will then have to select the appropriate appointment letter template you want to use
4. Click **Ok**
5. If you have selected to Show Preview, the appointment letter will display with the merged data i.e. patient details and appointment details - amend the letter if required
6. Click **Merge and Print**

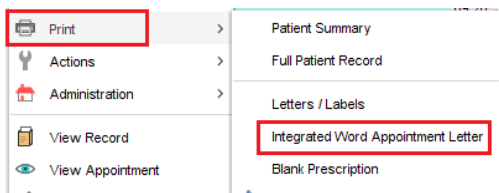
**Note:** The tick box on the right side of the ribbon will default to saving the letter to the patient's record



7. The letter will print and you will return to the appointment screen

## Printing an appointment letter from an already booked appointment

1. Find the booked appointment you want to print a letter for, right click and select **Print** and then select **Integrated Word Appointment Letter**

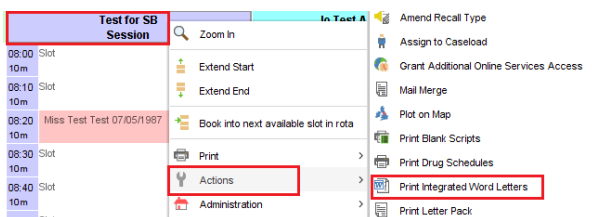


2. Select the appointment letter template, make any changes to the letter if required
3. Click **Merge and Print**

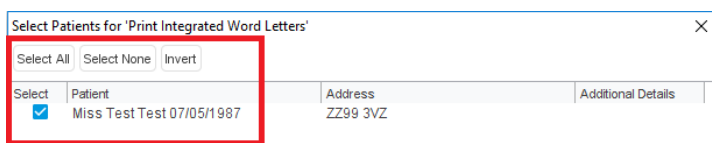
## Printing bulk appointment letters

You can send a number of letters in one action for patients with appointments within the same rota.

1. Right click on the rota header
2. Select **Actions**
3. Select **Print Integrated Word Letters**



A list of all patients with appointments in that rota are displayed



4. Select the patients who require a letter printed by ticking or unticking them individually or use the **Select All** or **Select None** buttons
5. Click **Ok**
6. Select the appointment letter template and click **Ok**
7. Amend letter if required and click **Merge and Print**

**Note:** As you are printing letters in bulk the merge fields will not display patient data in the preview, only when printed.