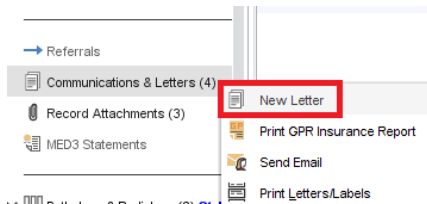


Partners in improving local health

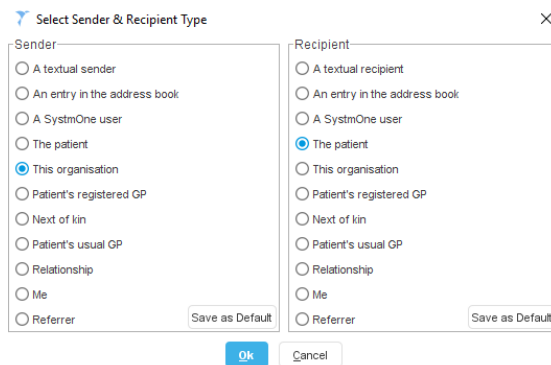
NECS Clinical Systems Specialist Team SystemOne – Sending a New Letter

Sending a Letter from a Patient Record

1. Go to **Communications & Letters**, right click and select **New Letter**



2. Select a **Sender** and **Recipient** and click **Ok**



Select Sender & Recipient Type

Sender

- A textual sender
- An entry in the address book
- A SystemOne user
- The patient
- This organisation
- Patient's registered GP
- Next of kin
- Patient's usual GP
- Relationship
- Me
- Referrer

Save as Default

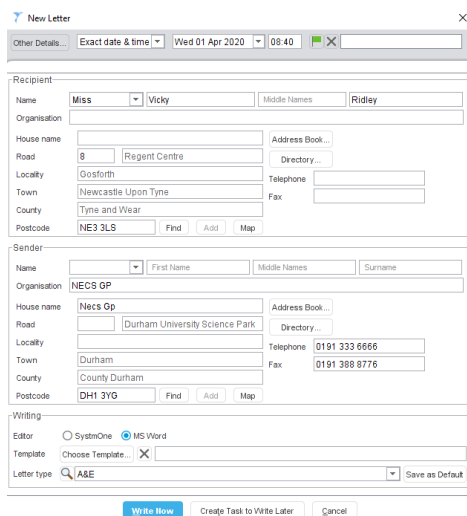
Recipient

- A textual recipient
- An entry in the address book
- A SystemOne user
- The patient
- This organisation
- Patient's registered GP
- Next of kin
- Patient's usual GP
- Relationship
- Me
- Referrer

Save as Default

Ok Cancel

3. Check the recipient and sender information



New Letter

Other Details... Exact date & time Wed 01 Apr 2020 08:40

Recipient

Name Miss Vicky Middle Names Ridley

Organisation

House name Address Book...

Road 8 Regent Centre Directory...

Locality Gosforth Telephone

Town Newcastle Upon Tyne Fax

County Tyne and Wear

Postcode NE3 3LS Find Add Map

Sender

Name First Name Middle Names Surname

Organisation NECS GP

House name NECS GP Address Book...

Road Durham University Science Park Directory...

Locality Durham Telephone 0191 333 6666

Town Durham Fax 0191 388 8776

County County Durham

Postcode DH1 3YG Find Add Map

Writing

Editor SystemOne MS Word

Template Choose Template... X

Letter type LA&E Save as Default

Write Now Create Task to Write Later Cancel

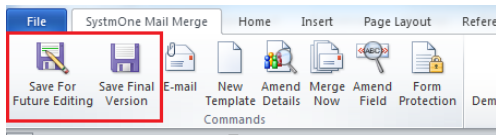
4. Select **MS Word** in the Editor section
5. Click **Choose Template** and find the letter you want to create/send and click **Ok**
6. Select **Letter type** e.g. Consent Form and click **Write Now**

The screenshot shows a 'Writing' window with the following elements:

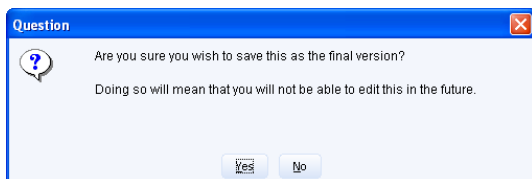
- Editor:** Radio buttons for 'SystemOne' and 'MS Word' (selected).
- Template:** A text input field containing 'Choose Template...' and a close button (X).
- Letter type:** A dropdown menu currently showing 'A&E' and a 'Save as Default' button.
- Buttons:** 'Write Now' (highlighted in red), 'Create Task to Write Later', and 'Cancel'.

The letter template will display, showing the merged data e.g. patient details

7. Check the letter and make any amendments as required
8. You need to decide whether this is the final version of the letter or if it needs to be amended later, do one of the following



- a. If it is the final version, click **Save Final Version** on the toolbar

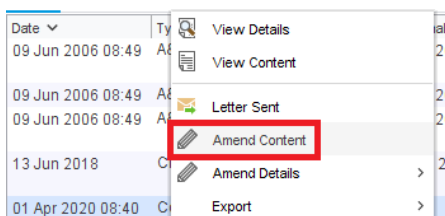


Click **Yes** if you are sure and **Save** the patient record

- b. If it needs amendments later, click **Save for Future Editing**

Amending a Letter

1. Right click on the letter and select **Amend Content**



2. Make the amendments and then follow the instructions from section 8 above