



## Creating and printing a referral letter

The Medical Director LetterWriter has been designed for writing referral letters. If the LetterWriter is opened from the patient's clinical screen, you will have the ability to insert clinical details such as Allergies, Medications and Progress Notes.

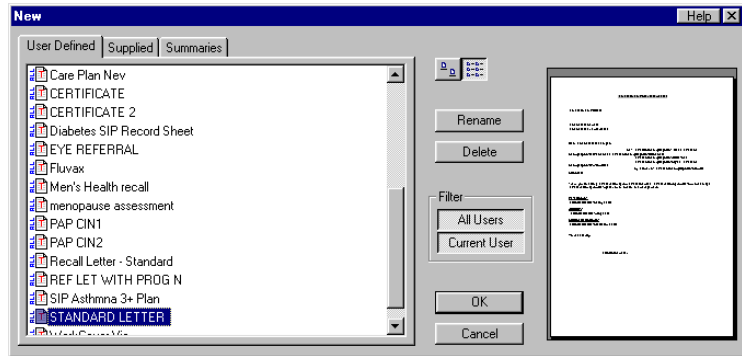
In the following example you will refer a patient to a rheumatologist.



1. With a patient's record open click on the **LetterWriter** button on the toolbar.

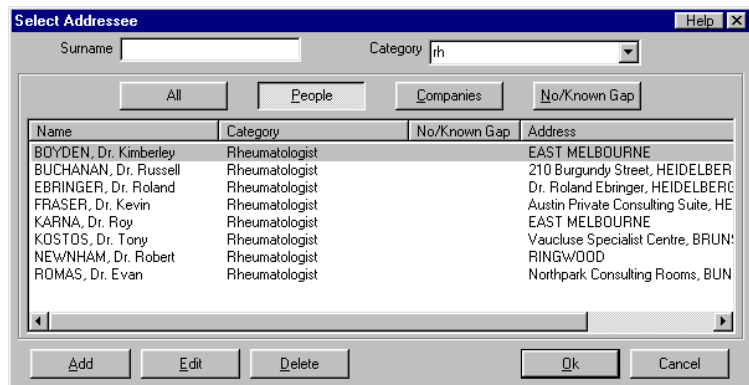
2. From the **File** menu select **New**.

3. The standard set of Medical Director templates is now displayed.



4. Select the **REFERRAL LETTER – STANDARD** (or Standard letter) and click on **OK**.

5. A Specialist list window will appear. In the Category box type in **rh** – a list of rheumatologists will appear.



Select one of the rheumatologists by clicking on the name and then click on the **Ok** button.

6. A referral letter will appear on the screen. If necessary edit the letter and then click on the **Print** button and you will be prompted to save the referral.

7. If necessary click after **STANDARD LETTER** in the subject box and add – Rheum and click on the **Save** button. Your subject (filename) should now be **STANDARD LETTER – RHEUM**.

8. Print the referral by clicking on the Print button in the toolbar,

9. From the **File** menu click on **Close** to return to Medical Director and your saved letter will be displayed along with a list of all the correspondence of the particular patient.