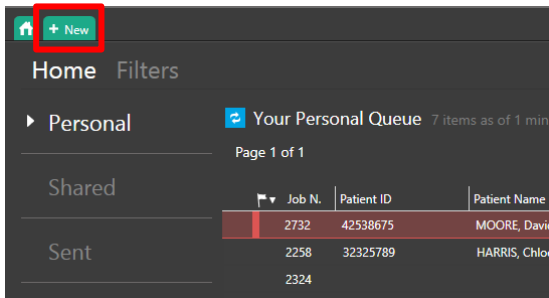
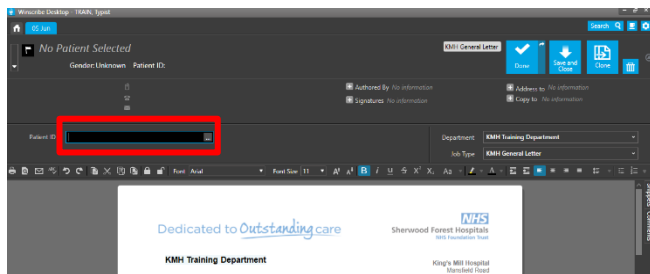


TYPE OWN LETTER

Letters can be typed without a dictation. From the home page select the **+New** icon



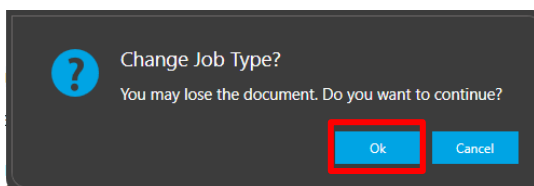
- Search for patient by entering D number into **Patient ID** search box



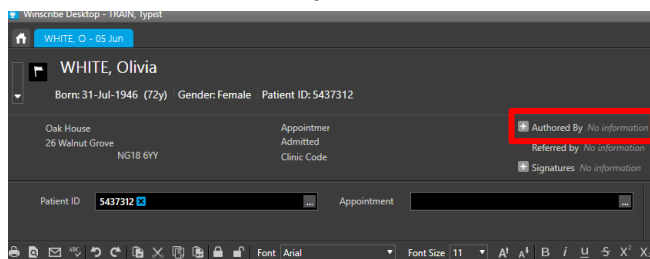
Note: If searching using other criteria, click on the ellipsis to the right of the **Patient ID** search box



- Change **Job Type** to **Typist Admin Letter** (this must be changed prior to typing the letter)
- Accept the prompt



- A Clinician must be added as the author.
- Click **+ Authored By**

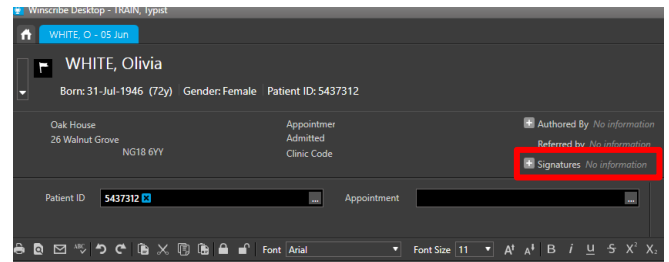


- Search for the author and click **Select**. If the patient is not under a Consultant, search for **Author Admin**

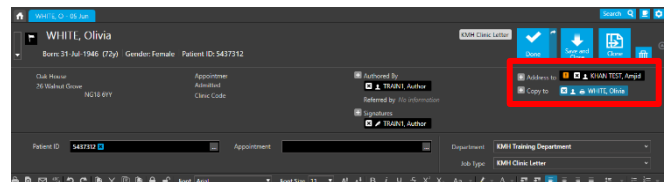
The name will appear in the **Author** and **Signatures** fields.

To ensure the letter does not go to the Clinician for signing, remove the name from the **Signatures** field by clicking the **x** at the side of the name

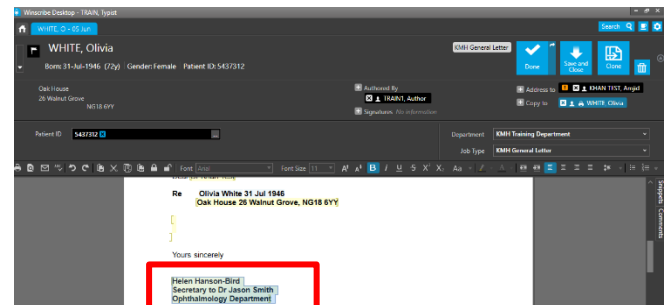
- Add **'Main recipient'** and **'Copy recipients'**



- Type the letter as required

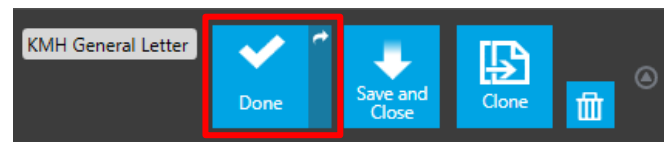


- Add your signature in the editable field (this can be added as a snippet to save time)



NOTE: You will **NOT** be able to print the letter from here

- Click **Done**

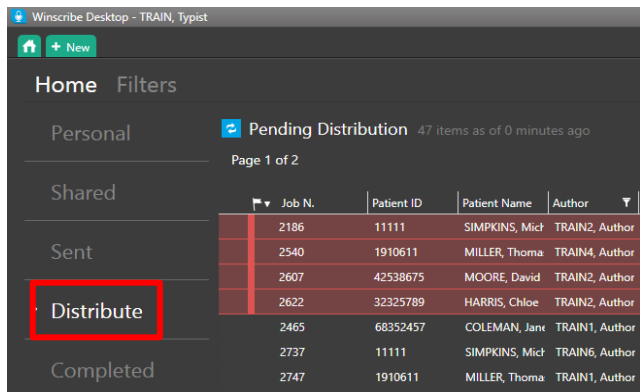


The job will then appear in the **Distribution** queue.

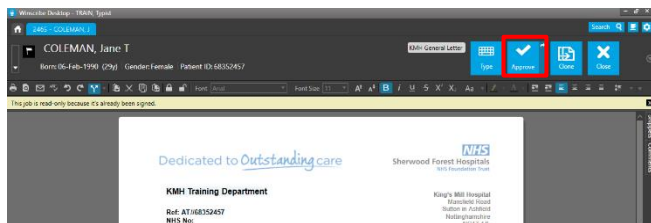
NOTE: The letter will only be visible to the typist who has typed the letter

PRINTING THE LETTER

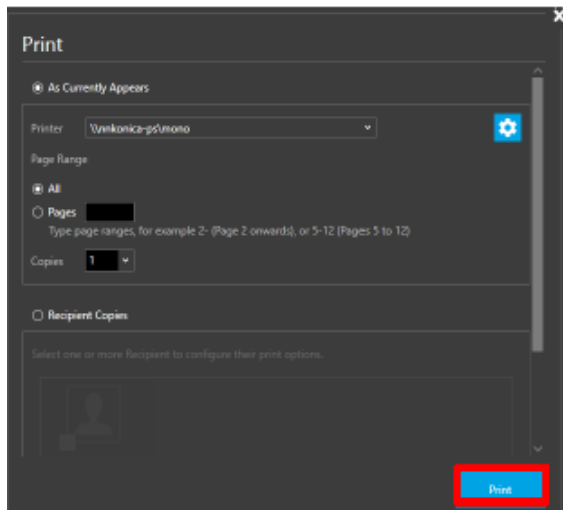
- From the **Distribute** queue, double click to open the letter.



- Click **Approve** for distribution.



- The printing box is displayed. If additional copies are required, click on Printer Configuration cog. Click **Print** (The letters will be printed or sent electronically)



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