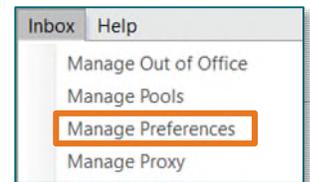


Provider letters will default the contact information for the primary location for the end user who work at more than one location. When working at a secondary location, the end user will need to manually update the contact information.

Setting New Letter Default

The letter default will open the Provider letter as a Referral letter for staff working as referral specialists.

STEP 1: From within the Message Center, select **Inbox**, then **Manage Preferences**.

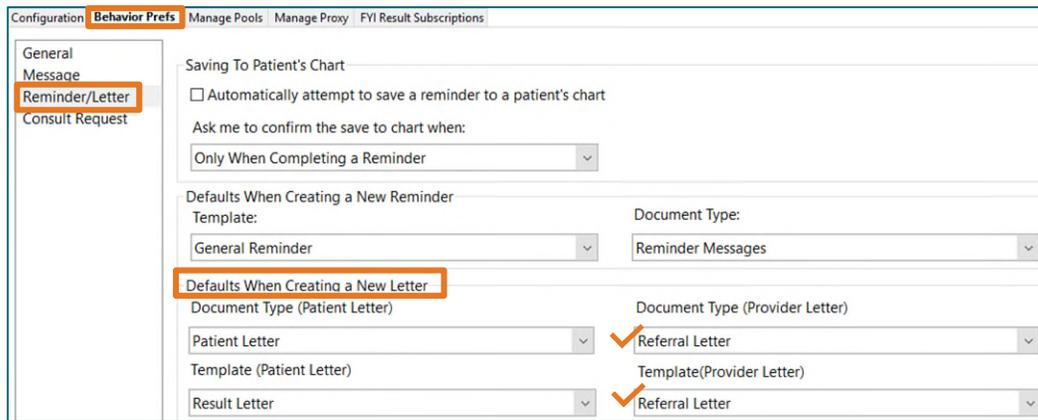


STEP 2: In **Behavior Prefs** tab, select **Reminder/Letter**.

STEP 3: Navigate to **Defaults When Creating a New Letter**.

STEP 4: Set **Document Type (Provider Letter)** to Referral Letter.

STEP 5: Set **Template (Provider Letter)** to Referral Letter.



NOTE: Letter defaults can be done for both Patient and Provider letters to the appropriate type and template for your role.