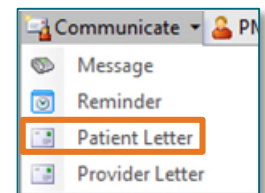**The following quick text is available to produce a Chart Summary to a patient or another provider caring for the patient using the patient or provider letters. The patient specific information that will be included in the auto text are Patient Demographics, Active Problems, Procedure History, Home Medications, Allergies with Reactions, and Immunizations.**

Patient Letter

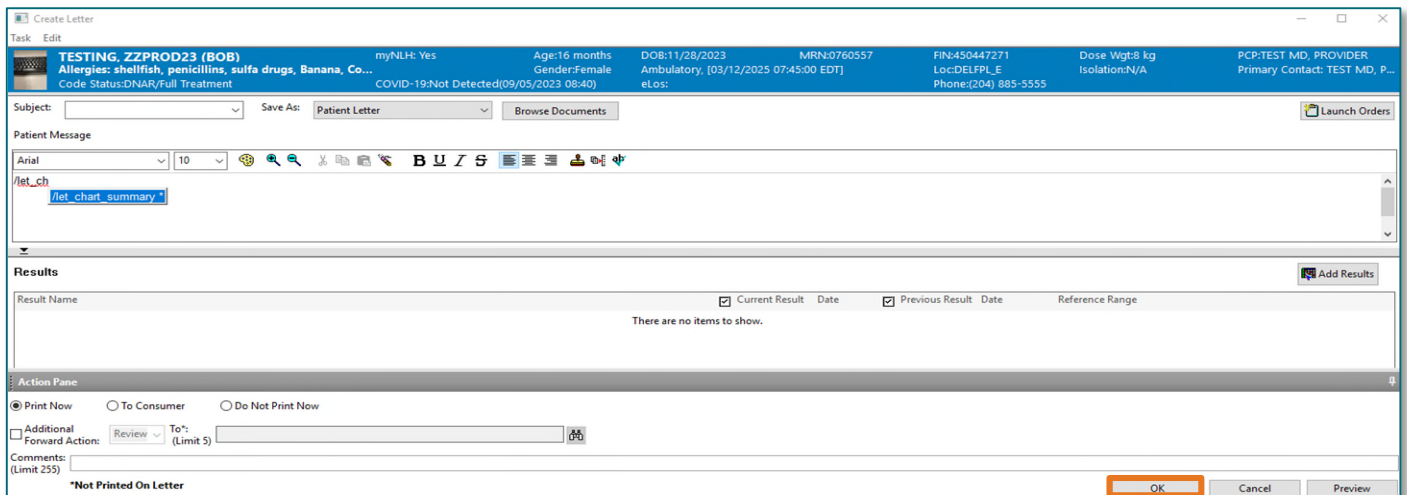The following steps outline how to provide a chart summary to a patient.

STEP 1: Select dropdown arrow next to **Communicate** and select **Patient Letter**.

STEP 2: Within the body of the message, begin typing **/let_chart_summary*** for the auto text to populate.

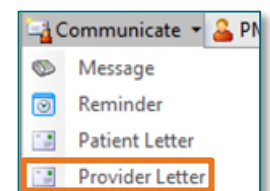 ▪ Double-click or select enter to populate the auto text in the body of the message.

STEP 3: If no other information needs to be added to the letter, select **OK** for this letter to be printed now.

Provider Letter

The following steps outline how to provide a chart summary to a Provider that is caring for a patient.

STEP 1: Select dropdown arrow next to **Communicate** and select **Provider Letter**.

STEP 2: Select the Provider Letter recipients.

- ▪ Within the **Recipient** field, check to ensure that the mode is correct for how the letter should be sent, i.e., **Fax**, **Secure Mail**, **Inbox**, or **Mail** (printing and mailing), select **OK**.

STEP 3: Within the body of the message, begin typing **/let_chart_summary*** for the auto text to populate.

- ▪ Double-click or select enter to populate the auto text in the body of the message.

STEP 4: If no other information needs to be added to the letter, select **OK** for the letter to route to the option chosen within the Provider Letter Recipients window.