

### From the Office of Clinical Informatics Work/School Release Form ED Nurse Workflow

June 10, 2024

×

## This flyer provides instructions on how to create a Patient Letter. Providers and nurses can use this workflow.

#### Creating a Work/School Release Form

- > From within the patient's chart select navigate to the dark side and click
  - +Add. Documentation + Add
    - From **Type:** select **Patient Letter** from the dropdown.
    - From the Note Templates Search, type **Work** and select the **Work/School Release Form**.

ew Note X	List		
Note Type Lis	t Filter:		
All			~
*Type:			
Patient Letter			~
Title:			
Work/School	Release Fo	orm	
*Date:			
05/22/2024		1346	EDT
*Author:			

#### NOTE: Click the star to make a note template favorite.

	All (118) Favorites (2)	work
Note T	emplates	
☆	Name 🗸	Description
	Work/School Release Form	Work/School Release Form

- Complete Release Details section.
- Select Sign/Submit.
  - **Confirm** Sign/Submit Note details.
  - Click Sign.

#### Printing form

- Click the Print button or right-click on the form and select print.
  - Select the member organization printer.
  - Click **OK**.
  - Select Secure Print.
    - Click **Print**.

# Medical Record Request Manual Expedite Print Draft Print Without Headers and Footers Draft Print With Templates EMMC ~

E Print Method

O Draft Print

Select a Print Method

#### **Note Type Favorites**

To add the Patient Letter to the Personal Note Type List to limit scrolling, follow the below workflow.

Navigate to the Documentation button on the dark side menu.

Documentation

Click +Add. +Add

#### From the Office of Clinical Informatics Work/School Release Form June 10, 2024 Page 2 of 2

- Select **View** from the toolbar, then click **Customize**.
- > To view **Patient Letter** as a default when Document is open, select from **Default Note Type**.
  - To add to Personal Note Type List, select from All Available Note Type list, and click the arrow pointing right.
  - This will add **Patient Letter** to the **Personal Note Type List** without the need to modify.
  - Click **OK**.





For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.