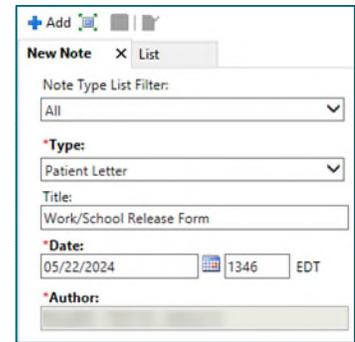


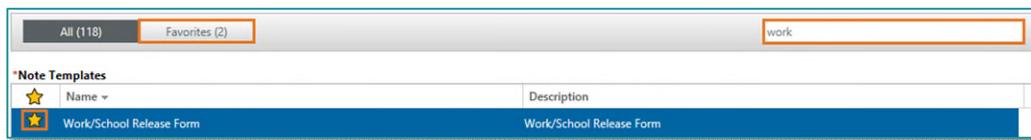
This flyer provides instructions on how to create a Patient Letter. Providers and nurses can use this workflow.

Creating a Work/School Release Form

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



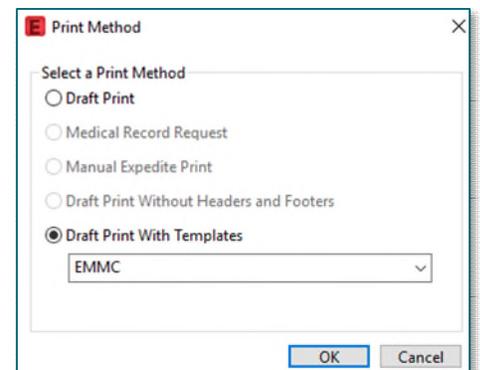
NOTE: Click the star to make a note template favorite.



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

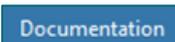
Printing form

- 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**.



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. 
- Click +Add. 

- 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**.

