

Documentation – Creating a Clinician Letter



This Quick Reference Guide will explain how to:

- How to create a Clinician Letter via the Outpatient mPage and have it sent electronically



Important

- A signed Clinician Letter Note Type will result in the letter being sent electronically to the patient's listed GP in iPM

Creating a Clinician Letter

1. Bring up the relevant patient on **PowerChart**

2. Select **Outpatient View**, on the left side under **Menu**

Outpatient View

3. Select the **Outpatients** tab

Outpatients



4. Navigate to the **Progress** section

Progress

5. Document the relevant information under the **Progress** section

Progress

Font Size [Rich Text Icons: Bold, Italic, Underline]

6. Upon completion of text in **Progress** section, select **Clinician Letter** under **Create Note**

Create Note

Clinician Letter

7. **Clinician Letter** opens in Documentation, note that any text entered in the **Progress** section has been 'pulled' into this document

Clinician Letter × List

Tahoma

9

[Rich Text Icons: Bold, Italic, Underline, Undo, Redo]

Dear Clinician,

I have had the pleasure of seeing Ali, Bianca Train436 in the clinic today.

Outpatient Progress

Text entered in the progress section will appear in the clinician letter.

8. Once complete, click **Sign/Submit**

Sign/Submit



9. The **Sign/Submit Note** window will appear

- Confirm the **Type** is **Clinician Letter**
- The **Title** can be edited to add more detail and increase search ability. Western Health uses the naming conventions for Titles: [Unit/Speciality] – Clinician Letter

<p>*Type:</p> <input type="text" value="Clinician Letter"/>	<p>Note Type List Filter:</p> <input type="text" value="Position"/>
<p>*Author:</p> <input type="text" value="Cernertest, Allied Health P2 1"/>	<p>Title:</p> <input type="text" value="Clinician Letter - add details here"/>

10. Click **Sign**, this will return the user to **Outpatient View**

Sign

Sending to external providers / multiple recipients

11. If you need to send the letter to recipients other than the listed GP, you will need to print the Clinician Letter and send it to the desired recipients. Refer to **Quick Reference Guide *Printing – Documentation – Individual Forms*** to complete this.



Important

- If the patient has a GP registered in iPM, the clinician letter is automatically sent electronically to the listed GP when you click *Sign*
- Do not use the Clinician letter if you do not want the GP to receive a copy of the letter
- If you require a printed letter, print out letter as per **Quick Reference Guide *Printing – Documentation – Individual Forms***