

Title: ICP – Letter Configuration per Provider

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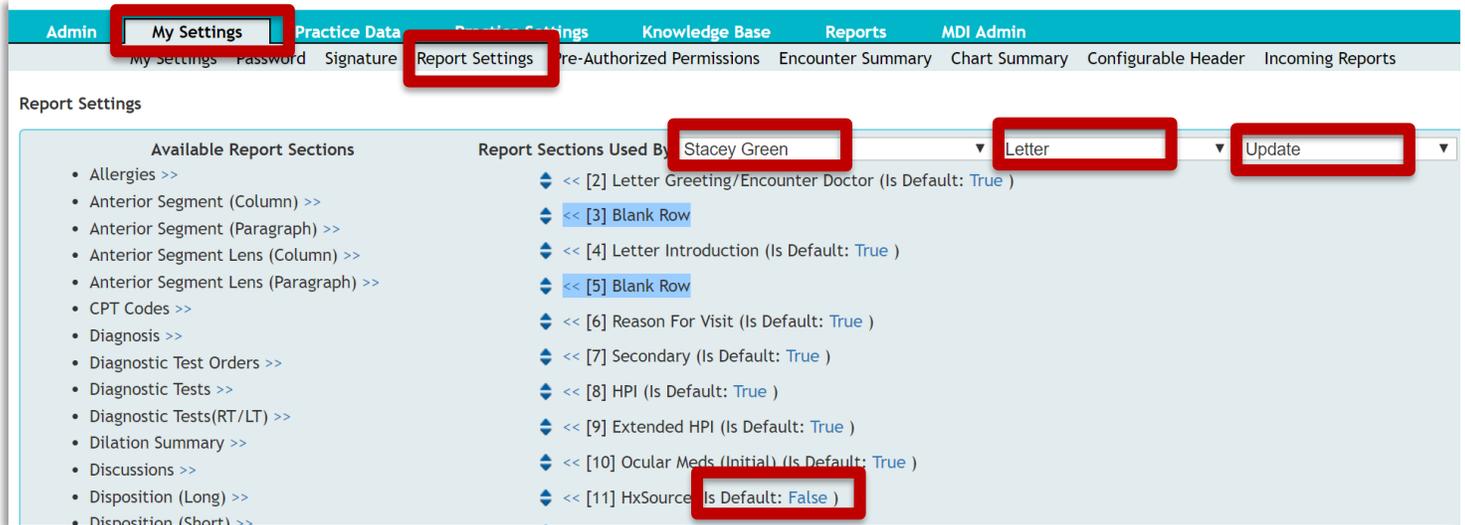
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### Purpose

Modify the letter content per provider so they can customize what charting content they include in letter communications with comanaging physicians.

1. Click on Admin on upper right-hand corner of workflow page
2. My Settings
3. Report Settings
4. select provider name
5. select Letter
6. select letter type (ex. Update, consultation, etc.)
7. Set any content that always needs to show up in letters as "Is default: True", any other items that are sometimes relevant select "Is Default: False". Provider will have the ability to select it from the chart as they see fit.
8. NOTE: There is no save button, all changes made are live changes



The screenshot displays the 'Report Settings' configuration page. At the top, a navigation bar includes 'Admin', 'My Settings', 'Practice Data', 'Report Settings', 'Knowledge Base', 'Reports', and 'MDI Admin'. Below this, a secondary navigation bar shows tabs for 'My Settings', 'Password', 'Signature', 'Report Settings', 'Pre-Authorized Permissions', 'Encounter Summary', 'Chart Summary', 'Configurable Header', and 'Incoming Reports'. The 'Report Settings' tab is selected. The main content area is titled 'Report Settings' and is divided into two main sections: 'Available Report Sections' on the left and 'Report Sections Used By' on the right. The 'Report Sections Used By' section is further divided into three sub-sections: 'Stacey Green', 'Letter', and 'Update'. Each sub-section contains a list of report sections with their 'Is Default' status. The 'Is Default: False' status for the 'HxSource' section is highlighted with a red box.

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Letter  Update

### Contacts

Doctor	Practice	Address	Secure Email
MDI-inactive		,	E.ZARAGOZA@DIRECTADDRESS.NET
BK KOHN		,	e.zaragoza@directaddress.net

### Letter

Type: **Update** Date: 3/13/2020

BK KOHN Friday, Marc

Format **B I U**

Dear Dr. Kohn: This is an update on John Doe1234 (02/02/1929). The following is a summary of my findings on 03/1

- Letter Greeting/Encounter Doctor
- Letter Introduction
- Reason For Visit
- Secondary
- HPI
- Extended HPI
- Ocular Meds (Initial)
- HxSource
- Medical Hx
- Systemic Meds
- Allergies
- Family Hx
- External (Column)
- Anterior Segment (Column)
- Gonio (Column)
- Posterior Segment (Column)
- Diagnostic Tests
- Imp/Plan (List)
- Other Discussions
- Procedures (Short)
- Ocular Meds (Plan)
- Study Referrals
- Disposition (Long)
- Letter Closing

Is Default: True

Is Default: False

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#### Revision History

Revision	Date	Changes	Requested By
V001	6/22/2020	Initial Release	