

Office letters & labels

Last Modified on 11/10/2024 3:47 pm AEDT

In Zedmed Office, the Patient Record's Letters and Print menus provide a range of options for creating letters and printing labels and forms.

Office letter writer

The Office letter writer is accessed from the Patient Record and can be used to write letters to the patient, referral doctor or account payer. For example, it can let a patient know what to bring to an appointment or reply to referring doctors from sites that don't have Clinical. These letters can use stand or custom **Office templates**.

Note: The Office Letter writer is only available for practices that use Word as an editor. The clinical **Batch Writer** can also be used to create letters and allows you to add clinical information and attachments from Zedmed.

To write a letter in Office:

1. Open the record of the patient the letter applies to.
2. Select **Letters** from the top menu.

The **Pick List** screen will open.

3. Select **New**.

The **File Properties** screen will open.

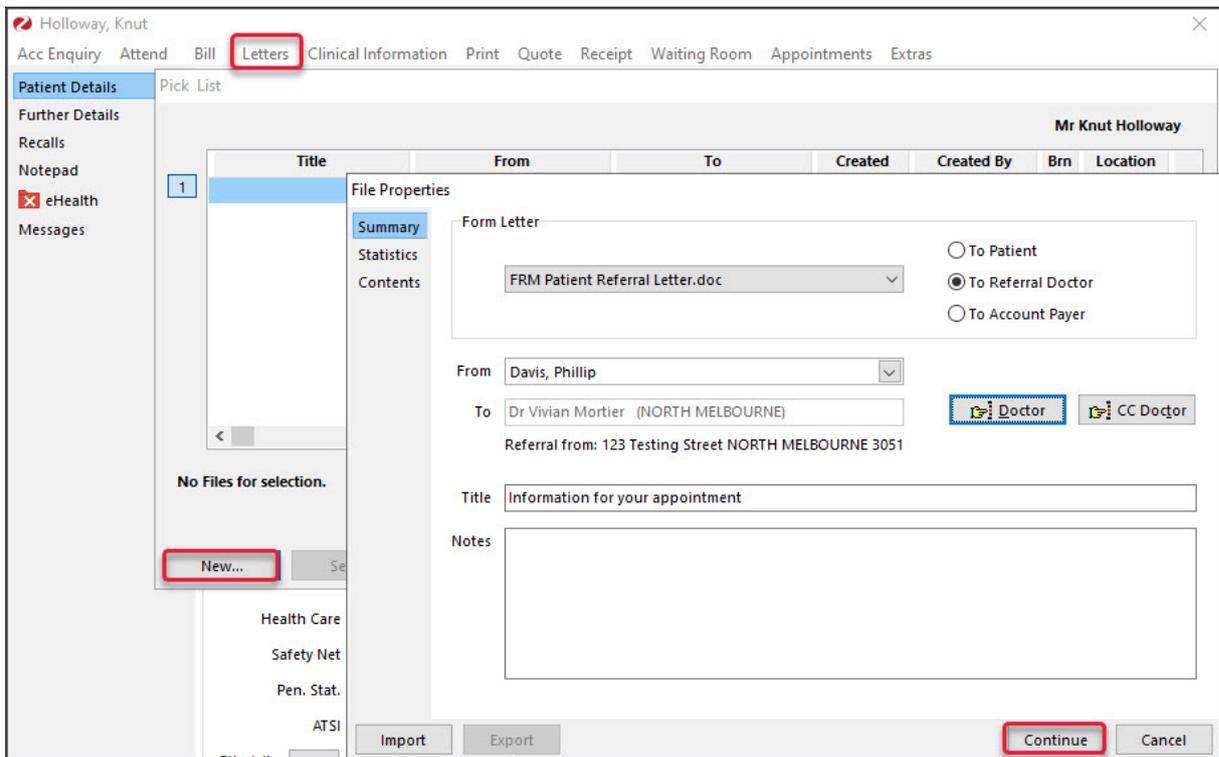
4. Select the letter template in the **Form Letter** drop-down.

These letters can use stand or custom **Office templates**.

5. Select the recipient type: **Patient**, **Referral Doctor** or **Account Payer**.
6. Select the sender in the **From** drop-down.
7. Select the recipient in the **To** field.

The options depend on the recipient you selected in step 4. If you select doctor, use the **Doctor** button to open the clinical Address book and choose the recipient.

8. Enter a title into the **Title** field.
9. Select **Continue**.



10. The letter will open in Word.

The letter will be populated with information from the selected template.

11. Complete the letter and print it out.

Patient labels

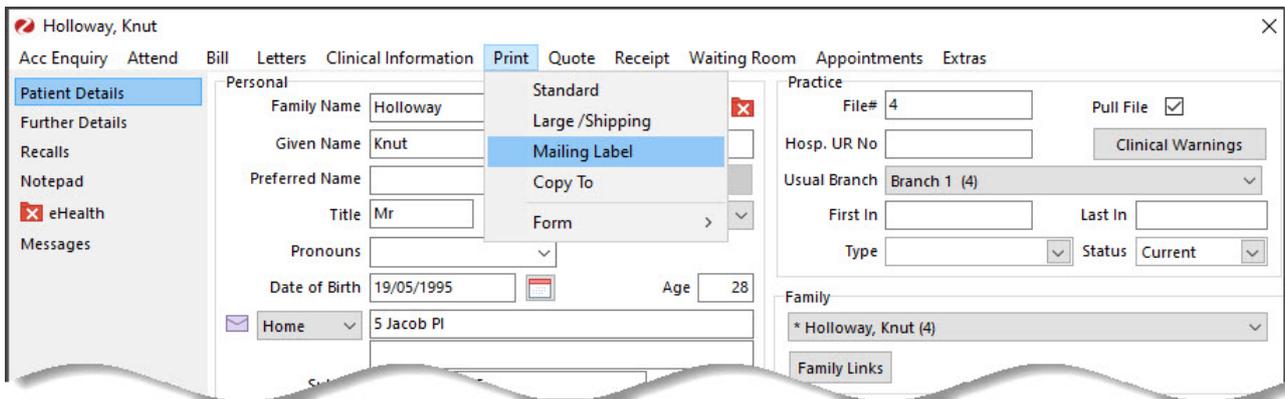
Office staff can create Labels from the **Patient Record's Print** menu and an **Appointment Details Print Label** button.

Patient Record labels

These labels are for the patient whose record you have open and can be used to create labels with an address or with patient information to stick on the patient's file. The labels come in four sizes selectable from the Print menu: Standard, Large/ Shipping, Mailing Label and Copy To. Each of these four labels is mapped to a template set up in Office Templates. Zedmed comes with four default templates, and you can set up your own customer templates.

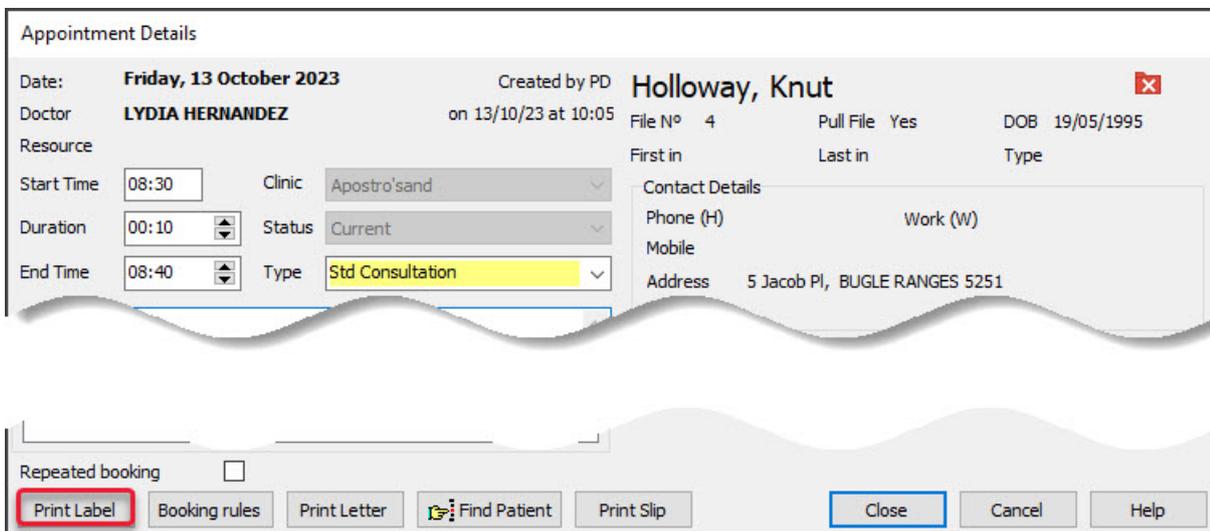
To print a Patient Record label:

1. Select **Print** on the patient record.
2. Select the label size (template) to use.
3. The Label will be printed out with the information defined in the template.



Appointment Details labels

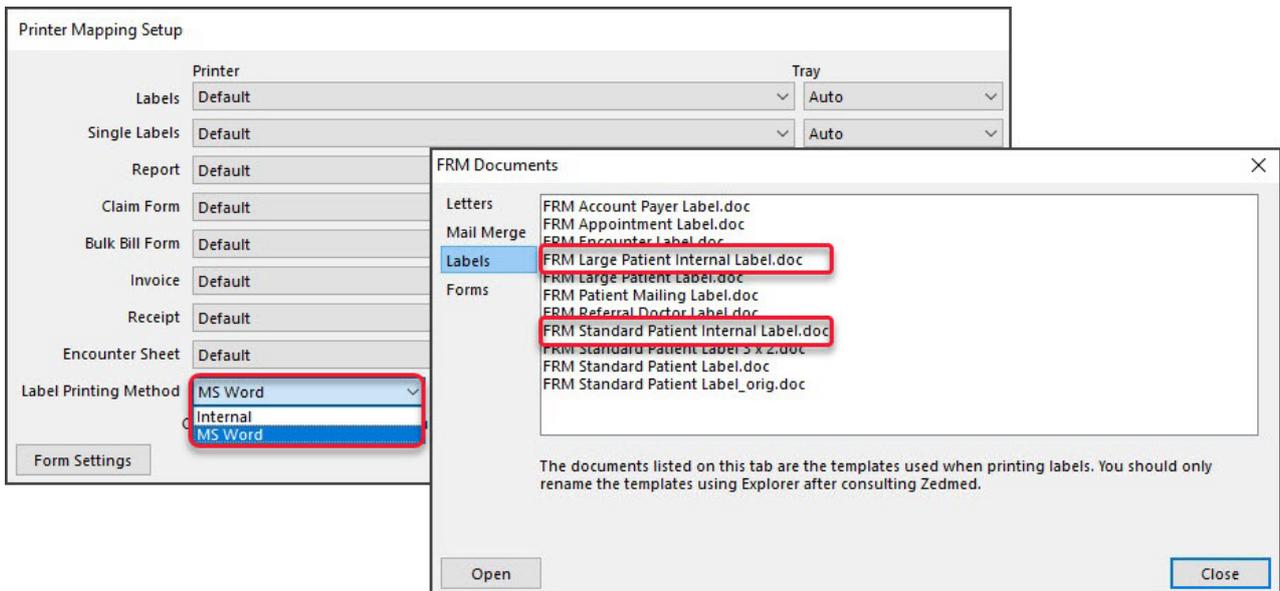
These labels can be used for a patient who has booked an appointment, for example, to send them information about the appointment, for example, what they need to do before arriving. When you select the **Print Label** button, the label will print and contain the information defined in the Appointment **Label template**.



Label templates

Zedmed Office supports templates created using Microsoft Word or Zedmed's Internal RTF editor. The **Office templates guide** explains how these work, and how to set the practice default to the **Word** editor of the **Internal** editor.

The word **Internal** is also used in the names of 2 label templates and should not be confused with the Internal editor. The only consideration is if you do use a label template containing the word "internal", you need to also select "Internal" for the **Label Printing Method** in the **Printer Mapping** screen.



Patient forms

Forms are printed for the patient whose record you have open. The forms available include the patient's details printout and Work Cover Certificate. Forms use **Office Templates** to determine the layout and what information is printed.

To print a form:

1. Open the patient record.
2. Select **Print** on the main menu.
3. Select **Form** then the form you want to print.

The form will be printed out.

Holloway, Knut

Acc Enquiry Attend Bill Letters Clinical Information **Print** Quote Receipt Waiting Room Appointments Extras

Patient Details

Further Details
Recalls
Notepad
eHealth
Messages

Personal

Family Name: Holloway
Given Name: Knut
Preferred Name:
Title: Mr
Pronouns:
Date of Birth: 19/05/1995
Home: 5 Jacob Pl
Suburb: BUGLE RANGES 5251
Preferred Contact Method: Home (Branch Default)
Usual Dr: None
Medicare: 5950 28614 1 1
Veteran:
Health Care:
Safety Net:
Pen. Stat.:
ATSI: Not Recorded
Ethnicity: Set

Practice

File#: 4
Hosp. UR No:
Usual Branch: Branch 1 (4)
Last In:
Status: Current

Print menu options:
Standard
Large/Shipping
Mailing Label
Copy To
Form

Form menu options:
AHSA
Druids
Federation
GMHBA
HBA AXA
HCF
Health Summary
Latrobe
MBF
MC PC1 claim form
Medibank Private
Medicare Simplified Billing
Patient Details
Sample Fund
TAC - Medical Certificate
Workcover Certificate

Alerts

Buttons: Delete, Print, Patient Verification, Find, Close, Cancel