

Office letters & labels

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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.

Patient Details	Pick List										
Further Details										Mr	Cnut Holloway
Recalls Notepad		Title			From	То		Created	Created By	Brn	Location
eHealth	1		File Properti	es							
Messages			Summary Statistics	Form Letter					○ To Patient		
			Contents		FRM Patient F	Referral Letter.doo	:	~	To Referr To Account	al Docto Int Paye	or r
				From	Davis, Phillip			~	2		-
	< No Files for selection.			То	Dr Vivian Mor Referral from:	tier (NORTH MEI	LBOURNE) t NORTH MEI	BOURNE 3051	<mark>r∋</mark> Dod	or	CC Doctor
			Title	Information f	or your appointm	ent					
	New	Si	2	Notes							
		Health Care									
		Safety Net									
		Dam Chat									

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.

Acc Enquiry Attend	Bill Letters Clinica	al Information	Print Quote F	Receipt Wait	ing Ro	oom Appointme	nts Extras		
Patient Details Eurther Details	Personal Family Name	Holloway	Standard	oina	×	Practice File# 4		Pull File	2
Recalls	Given Name	Knut	Mailing Lab	el		Hosp. UR No		Clinical	Warnings
Notepad	Preferred Name		Сору То			Usual Branch Br	ranch 1 (4)		~
K eHealth	Title	Mr	Form	>	~	First In		Last In	
Messages	Pronouns	2	~		÷.,	Туре	~	Status Curr	ent 🗸
	Date of Birth	19/05/1995		Age	28	Family			
	Home 🗸	5 Jacob Pl				* Holloway, Knu	ut (4)		

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.

Date: Doctor	Friday, 13 October 2	2023 Cre	eated by PD	Holloway, I	Knut	×
Resource		0113/10/	25 81 10.05	File Nº 4 First in	Pull File Yes Last in	DOB 19/05/1995 Type
Start Time	08:30 Clinic	Apostro'sand	\sim	Contact Details		
Duration	00:10 🚔 Statu	us Current	\sim	Phone (H) Mobile	Work ((W)
End Time	08:40 🚖 Type	Std Consultation	~	Address 5 la	cob PL, BUGLE RANGES	3 5251
-						55251
-						

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.

	Printer		ray					
Labels	Default	~	Auto	~				
Single Labels	Default				~	1		
Report	Default	FRM Docume	ents					
Claim Form	Default	Letters	FRM Account Payer Label.doc					
Bulk Bill Form	Default	Mail Merge	FRM Appointment Label.doc FRM Large Patient Internal Label.doc FRM Large Patient Label.doc FRM Patient Mailing Label.doc FRM Patient Mailing Label.doc FRM Standard Patient Internal Label.doc FRM Standard Patient Labe					
Invoice	Default	Eorms						
Receipt	Default							
Encounter Sheet	Default							
abel Printing Method	MS Word 🗸 🗸		FRM Standard Patient Label_orig.doc					
c	Internal MS Word							
Form Settings			The documents listed on this tab are rename the templates using Explorer	the templates after consultir	used when print ng Zedmed.	ting labels. You should only		
			rename are templates asing explorer		ig Leanear			
		Open	1			Close		

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 Clinic	cal Information Print Quote Receipt Waiting	Room Appointments Extras	
Patient Details	Personal	Standard	Practice	
Further Details	Family Name	Large /Shipping	4 File# 4	
Recalls	Given Name	Knut Mailing Label	Hosp. UR No	Clinical Warnings
Notepad	Preferred Name	Сору То	Usual Branch Branch 1 (4)	~
🔀 eHealth	Title	Mr Form	AHSA	Last In
Messages	Pronouns		Druids	Status Current 🗸
	Date of Birth	19/05/1995 E	Federation	
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			HBA AXA	
	Suburb	BUGLE RANGES 5251	HCF	
	Preferred Contact	Home (Branch Default)	Health Summary	
	@ Users		Latrobe	~
	Home V		MBF	
	Heural De	Do Not send SMS Default Appointment SMS	Medihank Drivate	Claims
	Usual Di	None	Medicare Simplified Billing	
	Medicare	5950 28614 1 1 Exp	Patient Details	23 12 Mths 🗸
	Veteran	Exp	Sample Fund	
	Health Care	Exp	TAC - Medical Certificate	
	Safety Net		Workcover Certificate	
	Pen. Stat.	PBS Co-payment	NOK Name	Relationship
	ATSI	Not Becorded	, Home 🗸	
	Ethnicity		Emerg. Contact Name	
	Set		🌭 Home 🗸	
	Alerts			
				^
				×
Delete Print	t Patient Verifica	ation Find		Close Cancel