Batch letters (manage & write)

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Zedmed's Batch Letter Writer is used when a Dr dictates letter content to provide to the Typist (Ramsay employee) for letter creation. This process is useful for single or multiple letters.

Typist

1. Receive the audio recording then open **Clinical** > select the **Batch Letter** icon.
2. Select the **Doctor** > **New Batch** > the **Write Letters** tab displays.
3. Use the **Search Criteria** options to display patient/s.
4. Select patient > **Letter Section** populates patient data.
5. Complete **Letter Details** > To: (addressee), Subject, Template.
6. Select **Write Letter** > letter opens > type letter.
7. **Close** then select **Yes** to save letter with status **? To Be Reviewed**
8. Select the next patient for letter writing.
9. *Optional - Email Dr (with patient names once letters are ready for review)*

Doctor

1. Open **Clinical** > **Batch Letter**.
2. On the current Batch > right click > select **Review All Non-Correct Letters** (opens one letter at a time).
3. On the displayed letter:

   a) Apply edits.

   b) **Close** > select status ✓**Correct** then **Yes** to save.

   OR

   a) Create audio file and send to Typist

   b) **Close** > select status **X Needs Correction** then **Yes** to save
4. Review the next letter.
5. When finished, **Exit Review** > close **Batch Letter.**

Typist / Reception

1. Open Clinical > **Batch Letter**.
2. When all letters in a Batch are ready to distribute (status of ✓**Correct**) > right click on the **Batch title** > select **Distribute Batch** > Review warning message. For single letter: To distribute a single letter > right click the letter > select **Distribute Letter.**
3. Apply settings in the Print/Send dialog.
   - If a recipient is configured for Medical Objects, the letters are distributed electronically.
   - For recipients not configured for Medical Objects you can print or use Secure Send - Step 5.
4. When all letters are distributed, an option is provided to **Mark the Batch as Complete**. Alternatively, right-click the batch title > select **Change Batch Status** to **Complete.**
5. To send the patient a copy, open the patient clinical record >**Summary Views** > **Documents** > **Send to Patient**.

   Status: The distribution status is viewed by right-clicking the Batch > **Batch Distribution Status.**