# Quickstart

The Sydney children's Hospitals Network
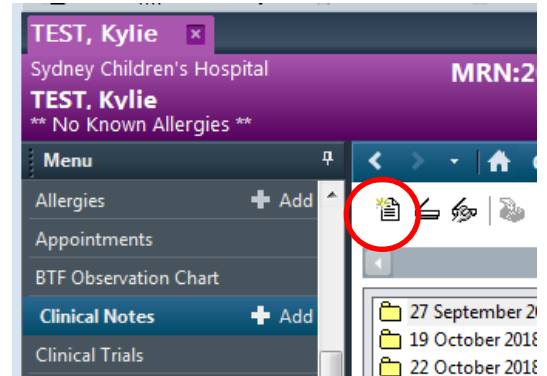care, advocacy, research, education

## Rehab2Kids Referrals – Accept or Decline Letter  IT/eMR Training & Support

These letters can only be generated once triage has been completed.
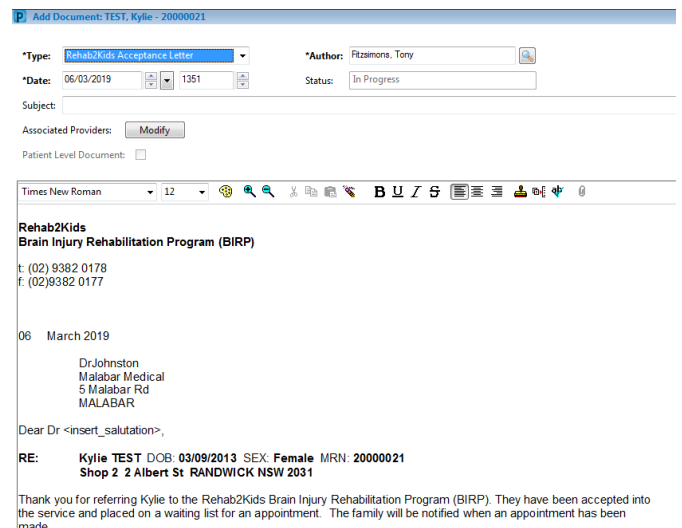
### To generate a letter:

- Select the Clinical Notes view from tool bar on left.
- Then select the add button (top left)

### An add document form will launch:

- In the Type field choose

    Rehab2Kids Acceptance Letter

    or

    Rehab 2Kids Non Acceptance Letter

### When letter populates:

- You can edit or update text as you like, or add missing information
- Then click sign, and enter password to sign off

### If you would like to print now:

- When signed, you will be asked if you would like to view the document
- Select Yes to view it now
- Click the print icon
- In printer settings, choose
    - Select without headers and footers
    - Change your printer properties to choose the tray that has letter head paper pre-loaded.
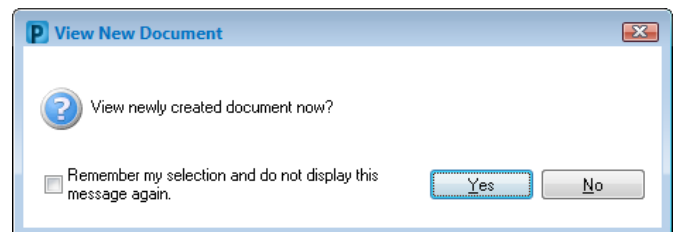
### If you would like to print a letter that has already been generated:

- Select document in the Clinical Notes view or Documentation.
- Click the print icon
- Change settings as above to choose letter head paper