



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

\*Type

Subject

\*Date: 06/03/2019

Times New Roman

(02) 9382 0178 (02)9382 0177

March 2019

Dear Dr <insert salutation>,

RE:

Associated Providers: Modify

Rehab2Kids Brain Injury Rehabilitation Program (BIRP)

> DrJohnston Malabar Medical 5 Malabar Rd MALABAR

View New Document

Patient Level Document:

÷ 🔹 1351

×

Kylie TEST DOB: 03/09/2013 SEX: Female MRN: 20000021 Shop 2 2 Albert St RANDWICK NSW 2031

View newly created document now?

Remember my selection and do not display this

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)



\*Author: Fitzsimons, Tony

Thank you for referring Kylie to the Rehab2Kids Brain Injury Rehabilitation Program (BIRP). They have been accepted into he service and placed on a waiting list for an appointment. The family will be notified when an appointment has been

Status: In Progress

Yes

#### 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

**e**|1

- In printer settings, choose
  - o Select without headers and footers
  - Change your printer properties to choose the tray that has letter head paper pre-loaded.

message again

### 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

X

No