Creating and Printing a Nephrology Clinic Letter

Create a Clinic Letter

- Open the patient chart in PowerChart.
- Complete the **Nephrology Outpatient Note** form.
  (Click on the **AdHoc** button select the form, click **Chart**, complete details and save)

- Click on **Clinical Notes** from the Menu on the patient chart. **Clinical Notes**
- Click the **Add** button (located on the Clinical Notes toolbar).

- In the **Add Document** window, click in the **Type** field and select **Nephrology Clinic Letter**.

- The letter will be pre-populated with information. Review the information and modify as required; prompts to modify information will appear double angled brackets ≪ ≫.
  (include consultant name, email address and provider number).

<<Enter Dr's name with Accreditations here>>
Staff Specialist Paediatric Nephrology
Tel:61-2-9845-3430
Fax:61-2-9845-3432
Email:<<Enter e-mail address here>>
Provider No:<<Enter provider number here>>

Department of Nephrology

Dr Beverly Southern
ACCESS BRAIN INJURY SERV
LUGARNO NSW 2210

Dear Dr Southern,

RE: Mark TEST DOB: 10/09/2010 SEX: Male MRN: 9010362
        10 PROD STreet WESTMEAD NSW 2145

Diagnoses:
1.Diabetes mellitus
2.Familial neonatal seizures

Medications:
No medications recorded in PowerChart

Growth Chart:
No Hieght or Weight recorded

Blood Pressure:
No Blood Pressure recorded

Urinalysis:
No Urinalysis recorded in PowerChart
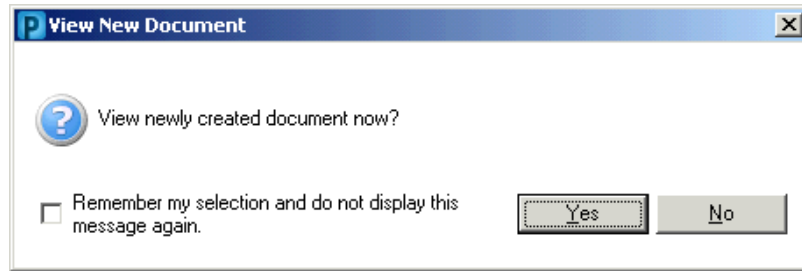
Examination:
No examination recorded on most recent form.

Treatment Plan / Follow-up:
No Treatment Plan / Follow-up on most recent form.

<<Enter free text here>>

- Click **Sign**. **Sign**

- Enter your password, click OK.
- When prompted to view the newly created document, click **Yes**.

Note: If you do not want to be always prompted to view the new document, tick the box next to "Remember my selection and do not display this message again".

Open a Clinic Letter

- Open the patient chart in PowerChart.
- Click on **Clinical Notes** from the Menu on the patient chart.
- From the list of folders, double-click the folder/subfolder which contains your clinic letter.
  Clinic letters will be listed in date order.
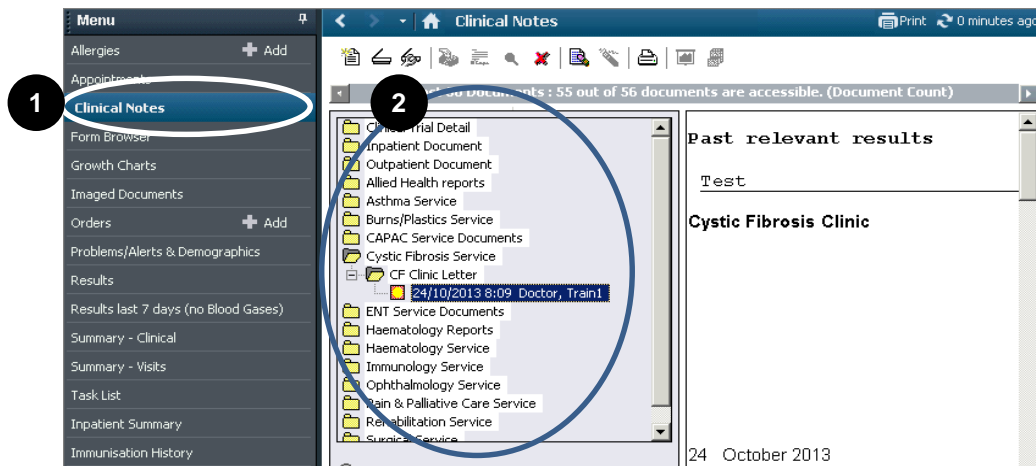
- Double-click the letter you wish to open.

Print a Clinic Letter

- Open the Clinic Letter.
- Click the **Print** button (located on the Clinical Notes toolbar).
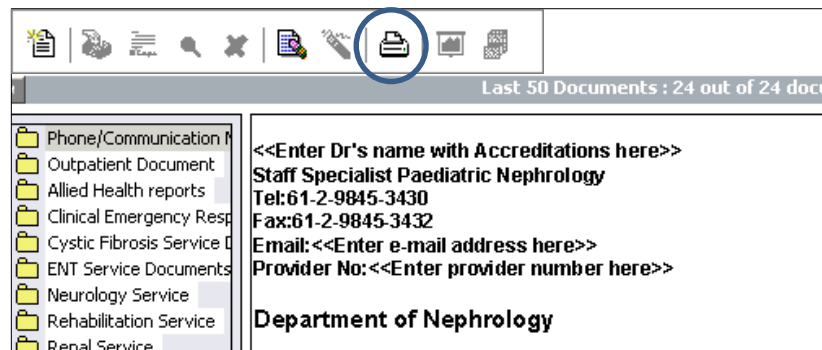
- Select "Draft Print without Headers and Footers".
- The completed letter can be viewed from the Clinical Notes tab or Results tab.