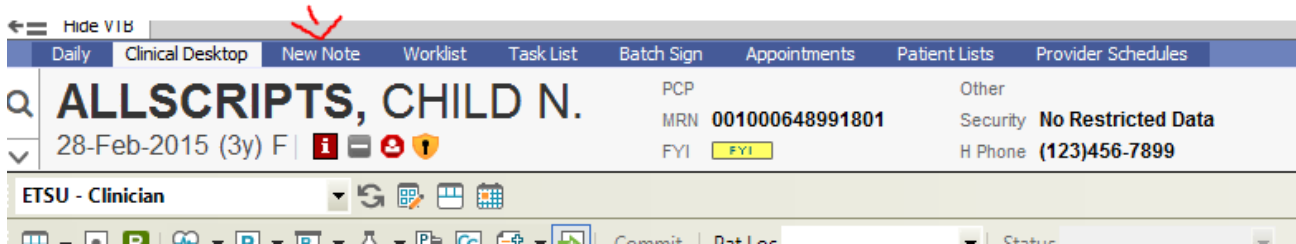
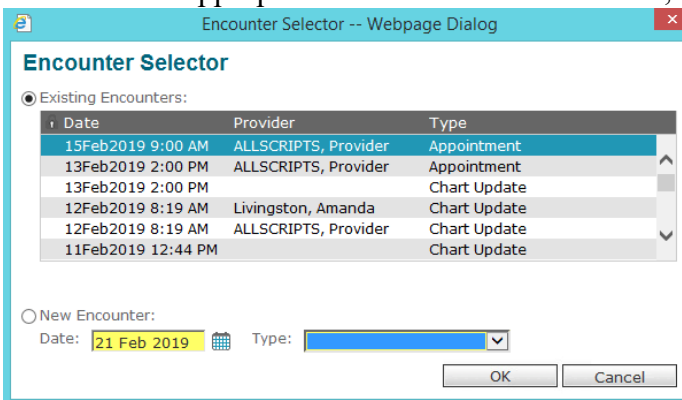


How To Create a Letter in Allscripts

1. Choose New Note from the Horizontal tool bar.

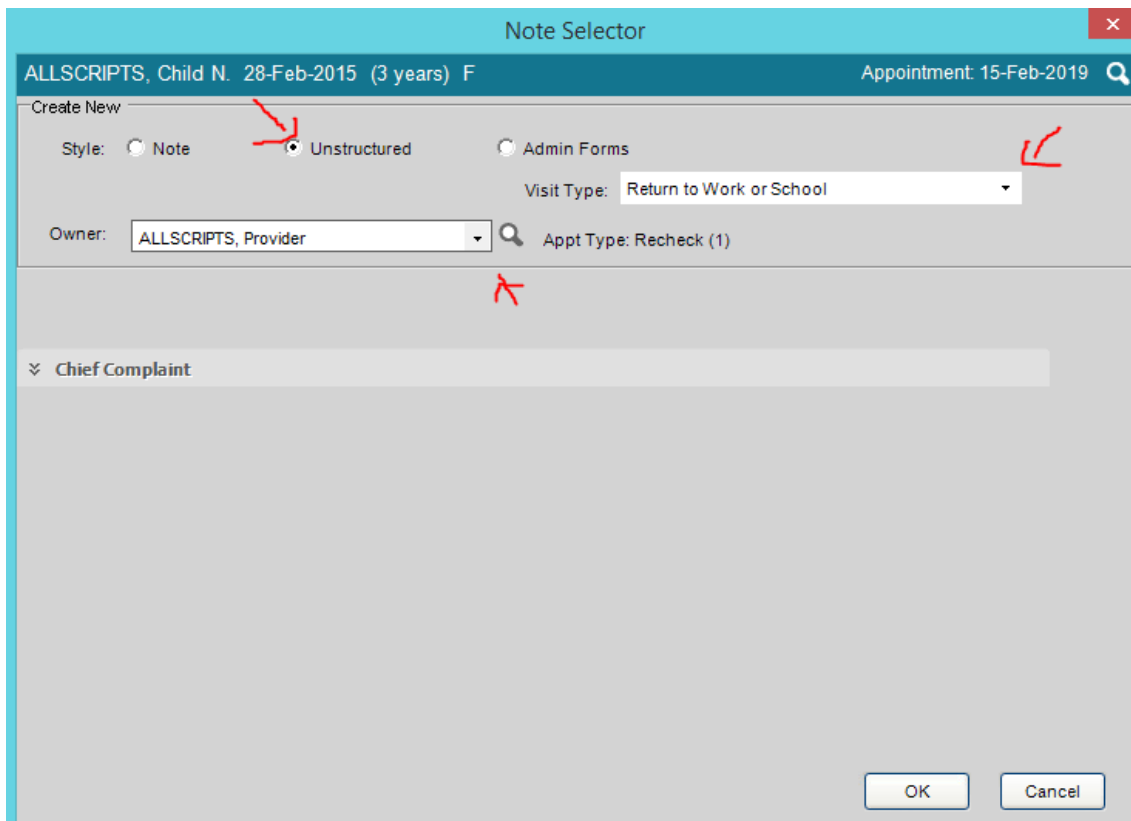


2. Select the appropriate date if a date isn't chosen, and then click Ok.

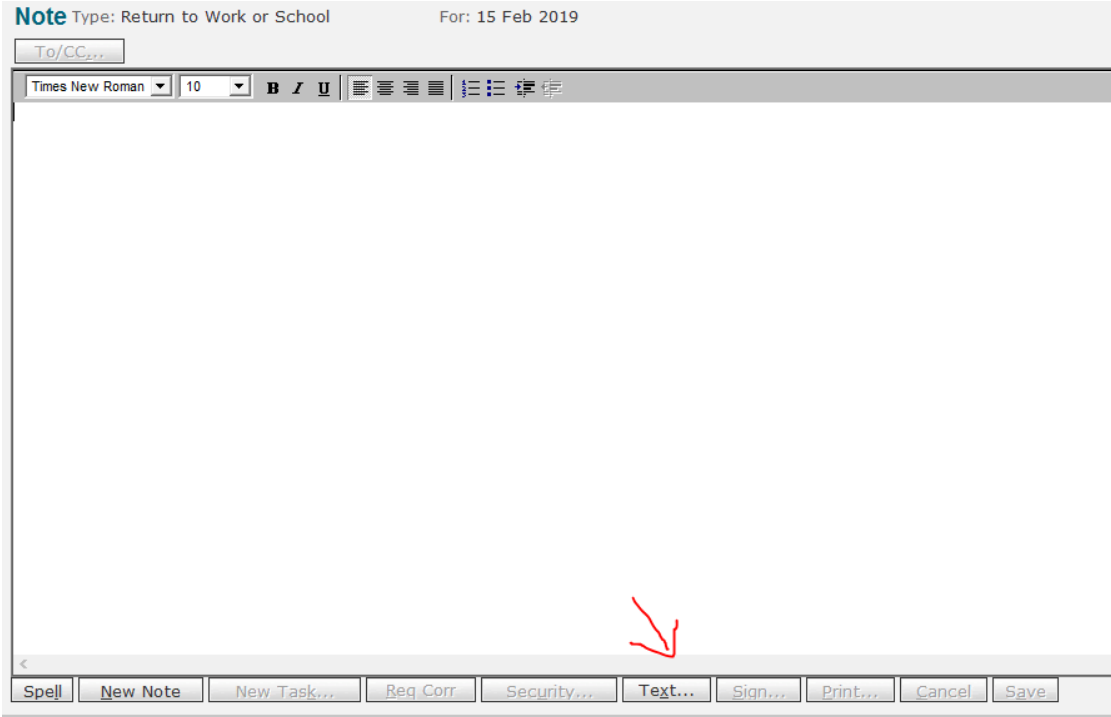


3. From the Note Selector, box, Choose Style: Unstructured, Owner: yourself or physician, Visit Type: type of letter. Then click Ok.
 - a. If the owner isn't in your dropdown, click the magnifying glass to search for the correct owner using

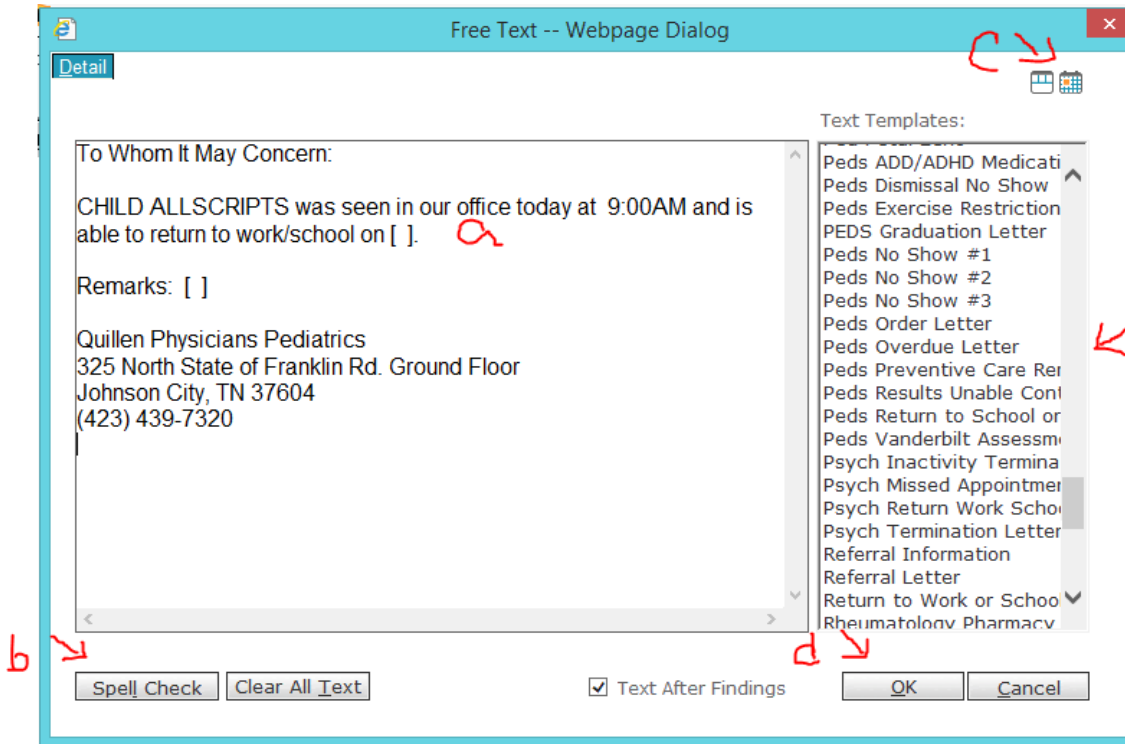
the 



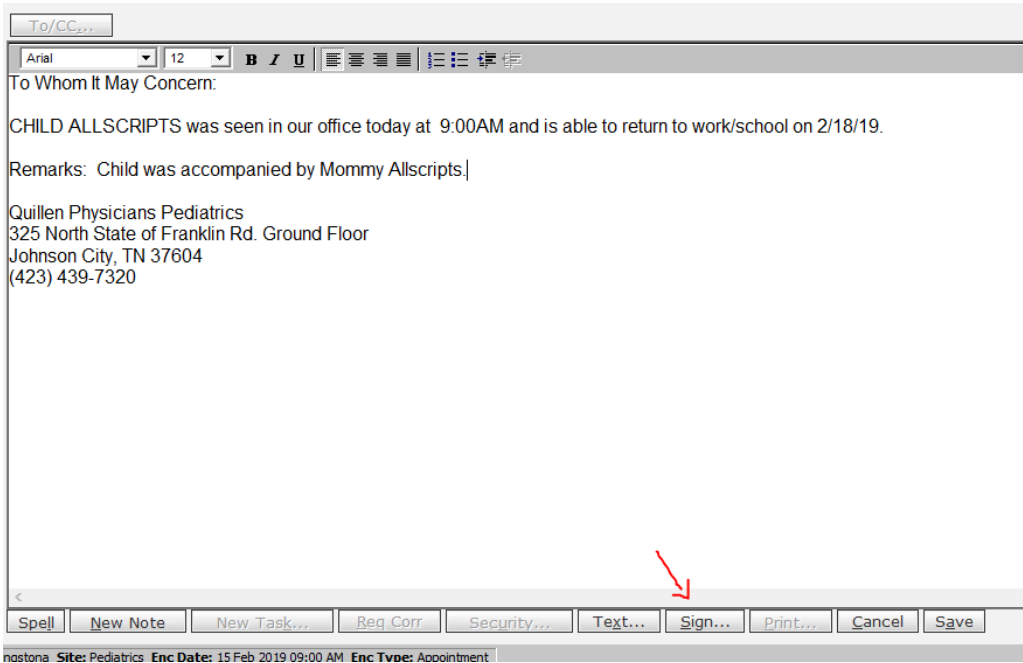
4. Then choose Text from the bottom, middle menu.



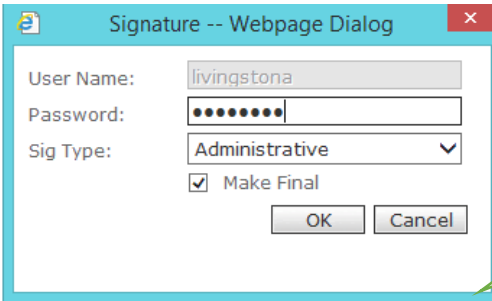
- 5. Choose the appropriate text from the Text Template menu.
 - a. You can edit the contents in the window to the left.
 - b. You have the option for Spell Check and Clear All Text.
 - c. You also can use the Quick Chart and Quick Appointments in the top right.
 - d. Click Ok.



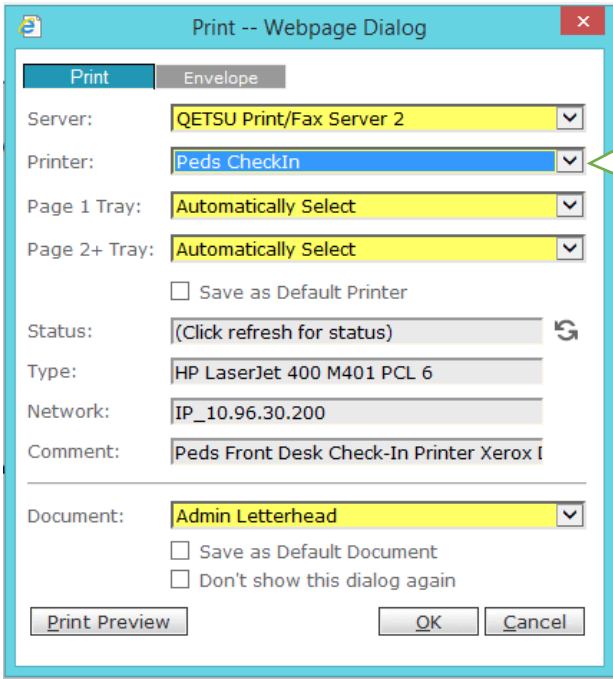
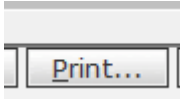
- 6. When finished Sign and Print at the bottom.
 - a. You can edit in the big document as well.
 - b. You can also fax out of the system if necessary.



To print, choose Print from the bottom Menu.



Choose Administrative as Sig Type for letters. Enter your password.



Choose your Printer to Print.