

Firm Faculty Coaching Topic PGY2 #6

Send a letter in EPIC

1. Sending a letter in EPIC is best way to send anything that a patient needs written (i.e. like an old paper script)
2. Letter can be found in ANY encounter with Communication tab (telephone, clinic visit, or by starting a letter from scratch). (a-b)
3. Follow steps below to complete letter, send to patient or route (c-j)

a. Start letter from scratch.
EPIC-> Patient Care -> Send Letter

b. OR Start letter in a telephone note or visit encounter.
Communication tab -> New Communication

c. If patient has Mychart, chose "Patient" as recipient. Can also "Free text" to include fax #. Letter needs to be sent to someone to close encounter. Can just use PCP if needed.

d. Click "Other Templates"

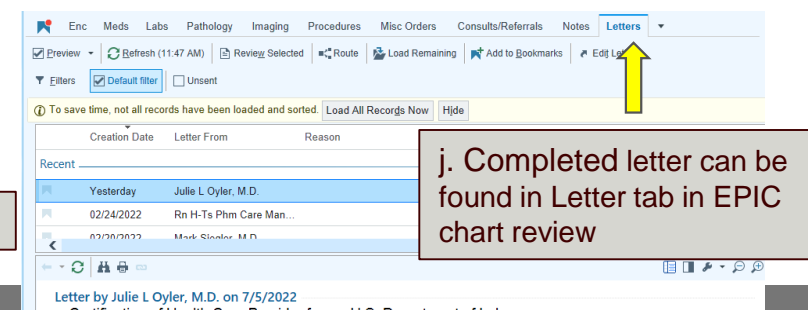
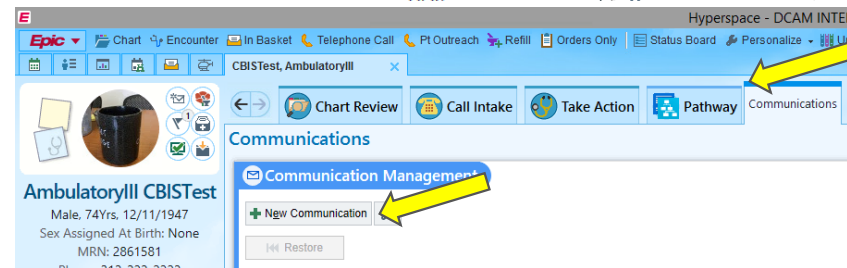
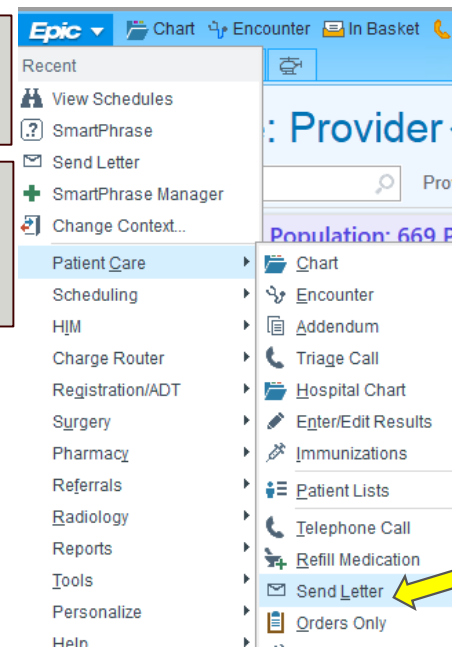
e. Search for AMB Generic letter

f. Free text letter content

g. Route a copy to your nurse if needed.

h. Click instructions to route to nurse to print if patient needs paper copy

i. Preview=print, Route Now=send



j. Completed letter can be found in Letter tab in EPIC chart review

