



Customize My Letter

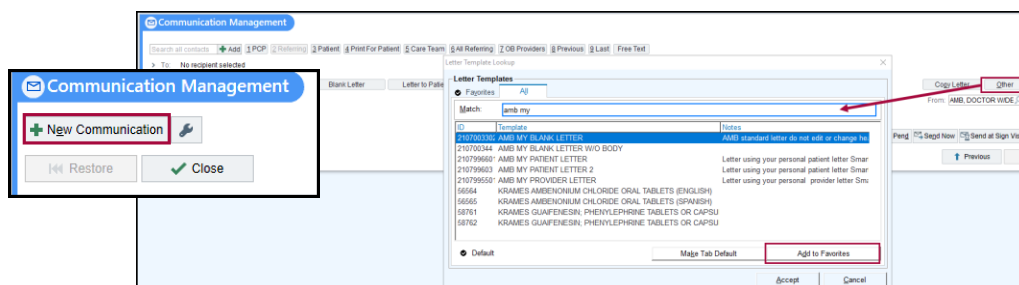
Letter templates are available for you to customize. You can choose from the following four letter templates:

- My Patient Letter
- My Provider Letter
- My Blank Letter
- My Blank Letter2 (w/o Body)

Follow the instructions to set up your SmartPhrase to appear in each letter. Save these letters as speed buttons by clicking the wrench next to New Communication.

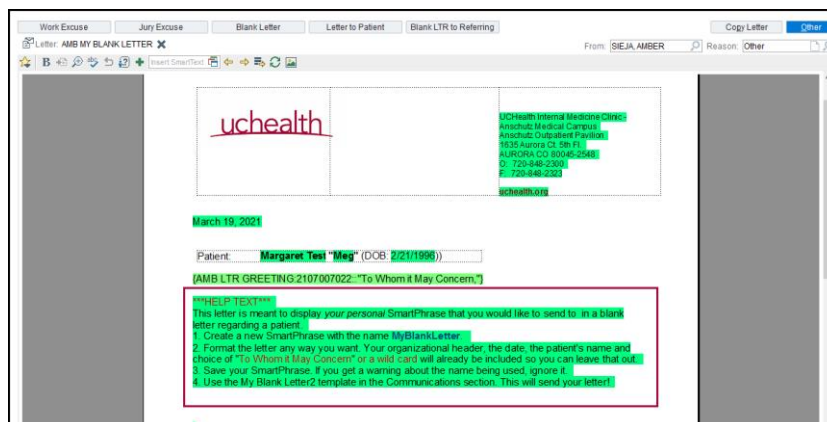
Customizing My Letter

1. Click **New Communication** to open Communication Management > click **Other**
2. Search for each Letter you want to set up.
TIP: Click **Add to Favorites**.



3. The Letter will open. Follow the instructions in *****HELP TEXT***** to create a SmartPhrase to populate in this letter.
4. To create a SmartPhrase, open **My SmartPhrases** > click **New**.
5. Create your SmartPhrase and name it as specified in the **HELP TEXT**: Example:

- Create a new SmartPhrase with the name **MyBlankLetter**
- Format the letter any way you want. Your organizational header, the date, the patient's name, and choice of "To Whom it May Concern" or a wild card will already be included so you can leave that out.
- Save your SmartPhrase. If you get a warning about the name being used, ignore it.
- Use the My Blank Letter template in the Communications section. This will send your letter.



TIP: Save these letters as **speed buttons** by clicking the **wrench** next to **New Communications** and listing them under **Additional Letter Templates** with the **Display Name** of your choice.

