

Results Letters

This tip sheet will help you locate and add your clinic's letter templates to your Favorites list.

- Once in the patient's chart, click the Letters activity.
- Search for the template you would like to use.
 - Most all areas have a template, to search for your clinic's templates
 - In the Match field, type the "specialty" first, i.e. FAM
 - Then type in the area, i.e. UVPC, UVHE etc.
- Click once on the template.
 - If this is a Letter Template you will be using often, click the Add to Favorites button at the bottom. The next time you enter this screen just click on the Favorites tab to quickly choose a template.
- Click New, this opens the Letter Template you chose.

Once you find the templates you would like to use click the Favorites button at the bottom. This will add this template to your Favorites tab for ease of finding next time.

Adding the Lab Results to the Letter template

New letter for the encounter of 10/20/2014

From: DARWIN, SONNY Reason for letter: _____

Template: GI UVHE RESULTS TO ADULT PATIENT LETTER Letter comments: _____

Digestive Health Clinic

October 20, 2014

Marilyn Center Fielder
437 E Beverley Street
Staunton VA 24401

Dear Marilyn:

Below are the results from your recent visit:

Please {Therapies; lab letter directions:11179}. We recommend that you repeat the above test(s) in {1-10, few, several :13787} {Time; units w/plural:11}.

If you have any questions or concerns, please don't hesitate to call.

Sincerely,

DARWIN, SONNY, MD

Put your cursor here. Depending on which lab results you want to include, Type the "dot phrase" associated with those lab results.

Use the list provided to find the "Dot Phrase" for general lab results.

Common General Labs (overview)

.lastapclabs, .lastfplabs or .lastimlabs
(cbc, lfts, basic, inr, tsh, a1c)

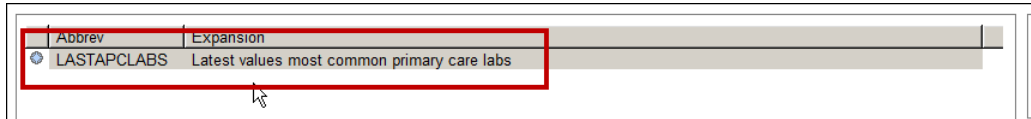
.lasta1c, .lastglyco or .lasthba1c
.lastdiabetes3
(last three a1c, fbs, microalbumin, ldl calc and creat)

.lastfbs (fasting blood sugar)
.lastldl (ldl calc)
.lastlipids3

For a more comprehensive list follow this link:

http://www.healthsystem.virginia.edu/ell/tipsheets/smartlink-for-labs/at_download/tipsheet

Type in the period on the keyboard and the corresponding letters. The “.lastapclabs” is what was used in this example.



Here you can see the labs that were pulled into the body of the letter.

Digestive Health Clinic

October 20, 2014

Marilyn Center Fielder
437 E Beverley Street
Staunton VA 24401

Dear Marilyn:

Below are the results from your recent visit:

Lab Results	Value	Date
WBC	11.4*	9/19/2014
HCT	42.0	9/19/2014
PLT	420	9/19/2014
AST	25	9/19/2014
NA	138	9/19/2014
K	4.5	9/19/2014
CL	100	9/19/2014
CREATININE	1.3*	9/19/2014
BUN	7.0	9/19/2014
CO2	28	9/19/2014

Please {Therapies; lab letter directions:11179}. We recommend that you repeat the above test(s) in {1-10, few, several :13787} {Time; units w/plural:11}.

If you have any questions or concerns, please don't hesitate to call.

Sincerely,

Use your F2 key to choose from the Smart Lists.

Please {Therapies; lab letter directions:11179}. We recommend that you repeat the above test(s) in {1-10, few, several :13787} {Time; units w/plural:11}.

If you have any questions or concerns, please call 800-555-1234.

Sincerely,

continue your current medication and plan to review the attached information

1. If you want a copy to be routed to someone's In Basket add their name here, i.e. PCP, Referring Physician or someone within our Epic system.
2. To send the letter to HIS (Health Information Systems) for printing and mailing click **"Mark as Sent and Accept"**

Lab Results

Test	Value	Date
WBC	11.45	9/19/2014
HCT	42.0	9/19/2014
PLT	420	9/19/2014
AST	25	9/19/2014
NA	138	9/19/2014
K	4.5	9/19/2014
CL	100	9/19/2014
CREATININE	1.3	9/19/2014
BUN	7.0	9/19/2014
CO2	28	9/19/2014

Please (Therapies; lab letter directions:11179). We recommend that you repeat the above test(s) in {1-10, few, several :13787} {Time; units w/plural:11}.

If you have any questions or concerns, please don't hesitate to call.

Sincerely,

DARWIN, SONNY, MD

1215 Lee Street | University Hospital
Charlottesville, VA 22903 | phone: 434-924-2959 | fax: 434-924-0491
uvahealth.com

Click "Mark as Sent and Accept" to send the letter via HIS to the recipient of the Letter.

Recipient: [Red Box 1] Modifier: [Red Box 1]

Routing Panel: [Red Box 2]

Buttons: Print, Mark as Sent and Accept; Mark as Sent and Accept; Save Now; Save and Print; Accept; Cancel