

Results Letters

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

- I. Once in the patient's chart, click the Letters activity.
- 2. Search for the template you would like to use.
 - a. Most all areas have a template, to search for your clinic's templates
 - i. In the Match field, type the "specialty" first, i.e. FAM
 - ii. Then type in the area, i.e. UVPC, UVHE etc.
- 3. Click once on the template.
 - a. 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.
- 4. Click New, this opens the Letter Template you chose.

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Adding the Lab Results to the Letter template

	DARWIN, SONNY	Reason for letter:
emplate:	GI UVHE RESULTS TO ADULT PATIENT	Letter comments:
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Digestive H	alth Clinic	
October 20, 2	014	
Marilua Contr	ar Fielder	
437 E Beverle	y Street	Put your cursor here. Depending on which lab
Staunton VA	24401	results you want to include; Type the "dot
Dear <mark>Marilyn</mark> :		phrase" associated with those lab results.
Below are the	results from your recent visit:	
Please {Thera {1-10, few, s	apies; lab letter directions:11179}. We rec everal :13787} {Time; units w/plural:11}	commend that you repeat the above test(s) in ,
Please {Thera {1-10, few, s If you have a	apies; lab letter directions:11179). We rec everal :13787) {Time; units w/plural:11} ny questions or concerns, please don't hes	commend that you repeat the above test(s) in , sitate to call.
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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)

.lastalc, .lastglyco or .lasthbalc .lastdiabetes3 (last three alc, fbs, microalbumin, ldl calc and creat)

.lastfbs (fasting blood sugar) .lastldl (ldl calc) .lastlpids3 For a more comprehensive list follow this link:

http://www.healthsystem.virginia.edu/ell/tipsheets/smartli nks-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.

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	Abbrev	Expansion
	LASTAPCLABS	Latest values most common primary care labs
		12 12
		*

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 <mark>Marilyn</mark> :	
Below are the results from your recent visit: ab. Results Component Value WBC 11.4 * HCT 42.0 PLI 42.0 AST 25 NA 138 CL 100 CREATININE 1.3* BUN 7.0 CO2 28	9/19/2014 9/19/2014 9/19/2014 9/19/2014 9/19/2014 9/19/2014 9/19/2014 9/19/2014 9/19/2014 9/19/2014 9/19/2014 9/19/2014 9/19/2014
Please {Therapies; lab letter directions: 11179 {1-10, few, several : 13787} {Time; units w/p If you have any questions or concerns, please Sincerely,	2). We recommend that you repeat the above test(s) in plural:11). e don't hesitate to call.

Use your F2 key to choose from the Smart Lists.



- 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"

ab. Results omport Talue WRC 11.4 HCT 42.0 AST 25. NA 4.3 CL 100 CREATININE 1.3 BUN 7.0 CO2 28 Please {Therapies; lab letter drections: 11179}. We recommend (1-10, few, several :13787) { fime; units w/plural:11}. If you have any questions or concerns, please don't hesitate to Sincerely, DARWIN, SONNY, MD	3/19/2014. 9/19/2014. 9/19/2014. 9/19/2014. 9/19/2014. 9/19/2014. 9/19/2014. 9/19/2014. 9/19/2014. 9/19/2014. 9/19/2014. 9/19/2014. 11/19/2014. 11/19/2014. 11/19/2014. 11/19/2014.	Recipient Add PCP Build My Lists ■ Route to Routing comments P ☆ ☆ ■ ② ② ■ ◆ ☆ ↓ ■	Add My List
1215 Lee Street University Hospital Charlottesville, VA 22903 phone: 434-924-2959 fax: 434-92 Uvahealth.com	4-0491 Click "Mark as Sent and Accept" to send the letter via HIS to the recipient of the Letter.	Print, Mark as S Mark as Sen Saye Now	ent and Accept t and Accept Save and Print
	Encounter Info	Accept	<u>C</u> ancel