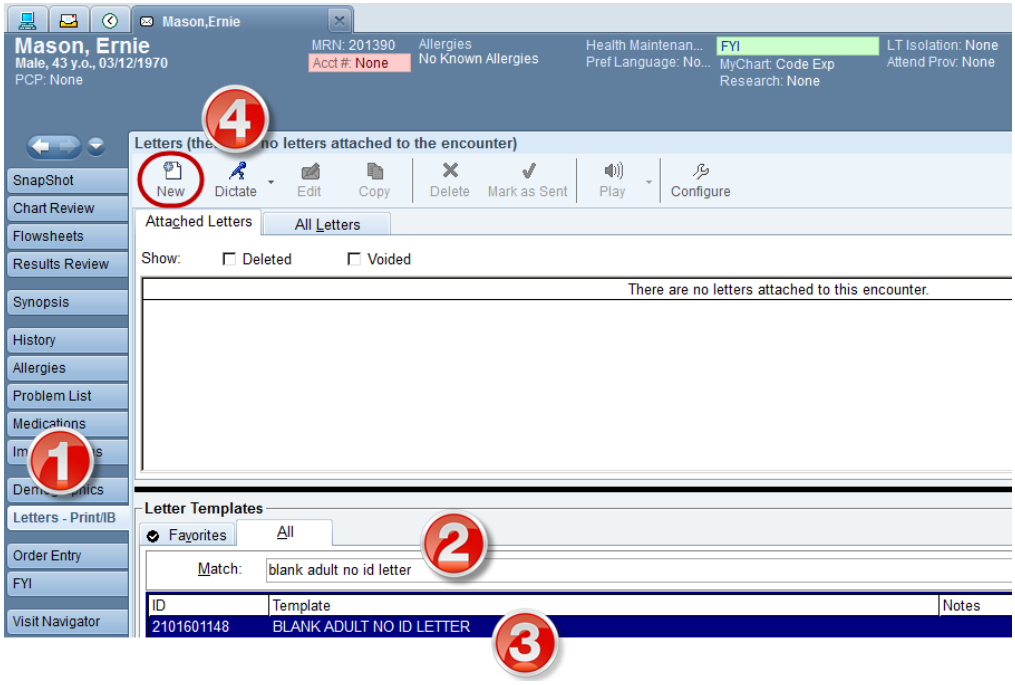
Work/School Excuse Letter

Patients and/or the individuals who bring them to appointments sometimes need a letter from the clinic that excuses the patient from work or school. Although there are numerous clinic specific letter and smart phrase templates in Epic, there may be instances when you need to write a letter that does not identify the clinic. (The generic paper form #100861 should only be used during an Epic downtime.)

Generic Work/School Excuse Letter

To create a Work/School Excuse Letter that does not identify the clinic, follow these steps:

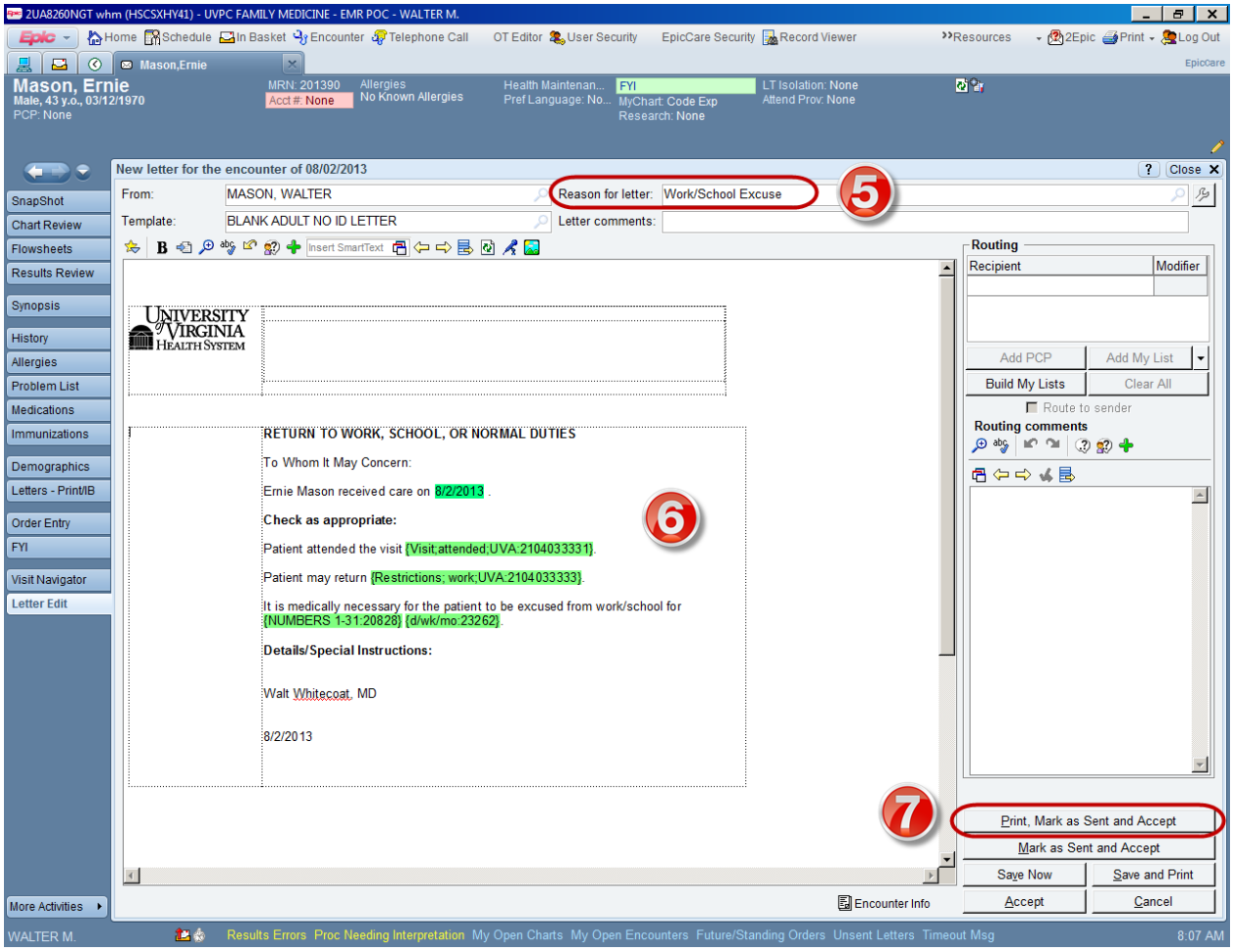
1. Open the Letters-Print/IB activity.
2. In the Match field, enter either **BLANK ADULT NO ID LETTER** or **BLANK PED NO ID LETTER.**
3. Choose the letter template you want to use.
4. Click the **New** button.



5. In the Reason for letter field, type "Work/School Excuse".
6. Add the SmartPhrase .EXCUSEWORKSCHOOL to the body of the letter and complete the SmartLists.

The name of the person who created the letter will appear as the author of the letter. Excuse letters should be signed by a physician, a licensed independent practitioner or an authorized office staff member.

7. Click the **Print, Mark as Sent and Accept** button to print a copy for the patient or caregiver.


2UA8260NGT whm (HSCSXHY41) - UVPC FAMILY MEDICINE - EMR POC - WALTER M.
Home Schedule In Basket Encounter Telephone Call OT Editor User Security EpicCare Security Record Viewer Resources 2Epic Print Log Out
Mason,Ernie
Mason, Ernie
Male, 43 y.o., 03/12/1970
PCP: None
MRN: 201390
Acct #: None
Allergies
No Known Allergies
Health Maintenan...
Pref Language: No...
FYI
MyChart: Code Exp
Research: None
LT Isolation: None
Attend Prov: None
New letter for the encounter of 08/02/2013
Close
From: MASON, WALTER
Template: BLANK ADULT NO ID LETTER
Reason for letter: Work/School Excuse
Letter comments:
5
SnapShot
Chart Review
Flowsheets
Results Review
Synopsis
History
Allergies
Problem List
Medications
Immunizations
Demographics
Letters - Print/IB
Order Entry
FYI
Visit Navigator
Letter Edit
More Activities
Insert SmartText
UNIVERSITY of VIRGINIA HEALTH SYSTEM
RETURN TO WORK, SCHOOL, OR NORMAL DUTIES
To Whom It May Concern:
Ernie Mason received care on 8/2/2013 .
Check as appropriate:
6
Patient attended the visit {Visit;attended;UVA:2104033331}.
Patient may return {Restrictions; work;UVA:2104033333}.
It is medically necessary for the patient to be excused from work/school for {NUMBERS 1-31:20828} {d/wk/mo:23262}.
Details/Special Instructions:
Walt Whitecoat, MD
8/2/2013
Routing
Recipient
Modifier
Add PCP
Add My List
Build My Lists
Clear All
Route to sender
Routing comments
7
Print, Mark as Sent and Accept
Mark as Sent and Accept
Save Now
Save and Print
Accept
Cancel
Encounter Info
WALTER M.
Results Errors Proc Needing Interpretation My Open Charts My Open Encounters Future/Standing Orders Unsent Letters Timeout Msg
8:07 AM