Bp VIP.NET QUICK REFERENCE GUIDE

MyComms– Creating Letters

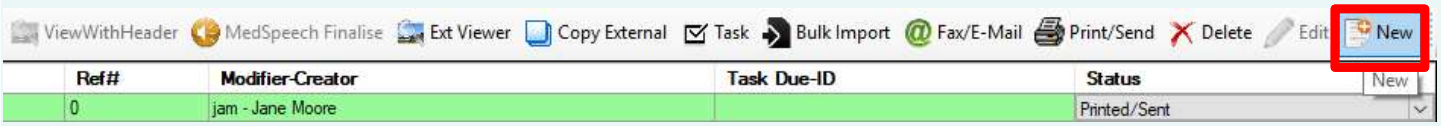
TRANSCRIBERS

Bp VIP.net ruby

New Letters

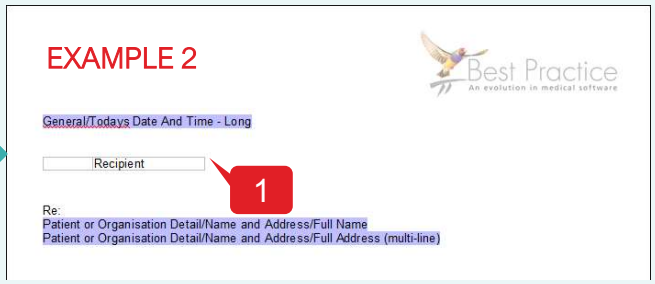
There are numerous ways to create a letter for a patient:
Click F2 to search for the patient and activate them into the Snapshot by clicking OK, then…

1. **Click** the 'Correspondence' button and select 'New'. **Click** the 'Outgoing' button to create outgoing correspondence, or
2. **Click** the 'Referral' button and select 'New'. **Click** the 'Outgoing' button to create an outgoing referral, or
3. **Click** the 'Outbox' button and select 'New'. **Click** either the 'Correspondence' or the 'Referral' button depending on the type of communication your require.

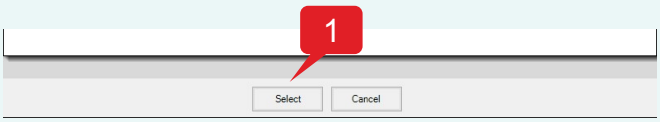


4. **Select** the template from the 'Select a letter template' screen.

OR



1. **Click** the 'Select' button at the bottom of the screen.
   As the letter does not contain a table with 'Recipient', the letter will populate.



1. **Click** the 'Select' button.
   If the letter contains a table with 'Recipient', the 'Letter Recipients' screen will appear prior to the letter populating.
2. **Select** the recipient/s of the letter.
3. **Click** 'OK'
   The letter will populate.

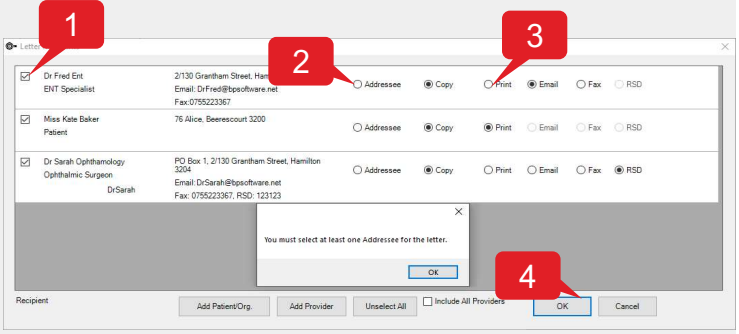
Letter Recipients

If your letter template as a recipient table like Example 2

When the template is selected the Letter Recipients screen opens enabling you to choose who and how and send a letter to:

1. **Tick** each recipient for the letter.
2. **Select** the 'Addressee' - normally the patients Lead External Provider and the sender will be Lead Internal Provider.
3. **Select** the sending medium if different than the default selection. Note: Different mediums for sending will only be available if recorded on the 'Provider Details' or 'Patient Details' screen.
4. **Click** 'OK'.

Other recipients will populate from the patient's providers recorded on the 'Patient Details' screen.



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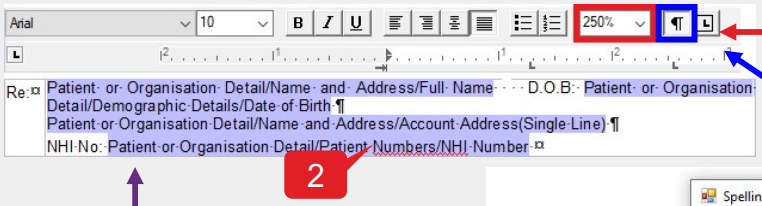
MyComms – Outgoing Letters

Creating and Editing

1. **Type** the content of the letter.
2. **Some** information may be populated due to purple merge fields in the template.
3. **Run** a spell check in the letter by **clicking** 'Ctrl + S'
4. **If** a word is not recognized and displays with a red line underneath, right-click on the word to see suggested spelling or **click** 'Add' to add the word to the database dictionary.



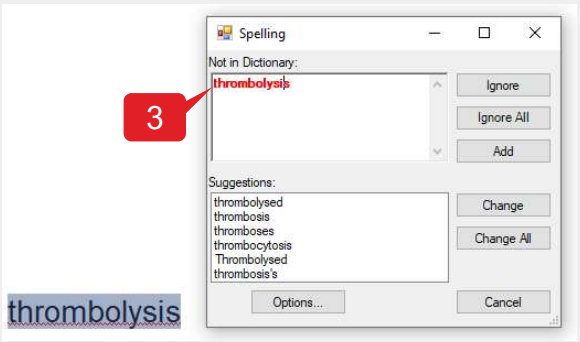
Use the percentage field to increase the size of your view while editing.
Use the 'Paragraph Mark' button to help format your spaces and styles.

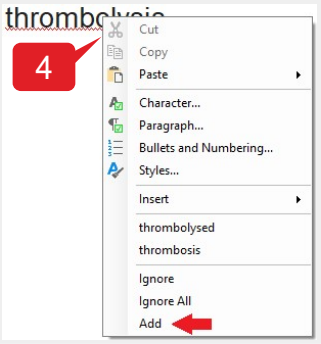
A table is a handy tool to use when organising information in your letters.

- **Click** Table > Insert >Table to create the table.

The table borders will not print by default.

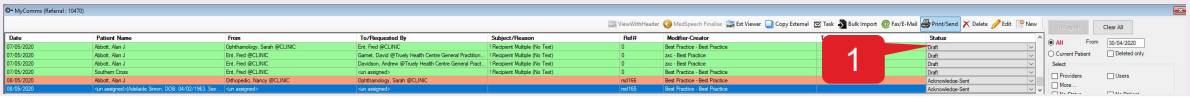
- **Select** the table, right **click** and **select** 'Format Table' to change boarders.





Status

1. **Update** the status of the letter when Typed. **2.** Use the filters to look at correspondence by different providers or Status' e.g. Draft or Typed.



Print/Send

When the letter has been created you can print and send the record easily:

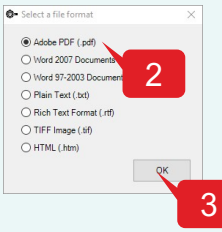
1. **Click** the 'Print-Lock' button on the 'Correspondence' screen.

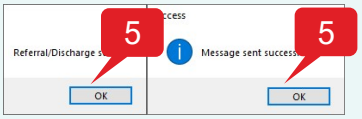
The 'Recipient screen' will display again if the letter had the 'Recipient' table.

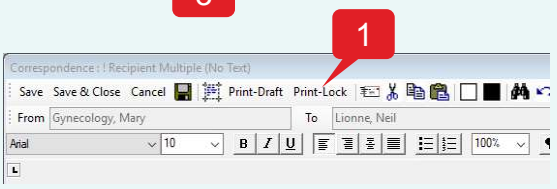
2. **Click** 'OK'.
3. **Select** the attachment file format and **click** 'OK'.
4. **Click** 'Send' on the 'Email' screen if displayed.

The letter will send through the different mediums selected for the recipients.

5. **Click** 'OK' on the 'Success' messages.





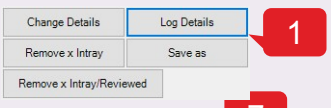


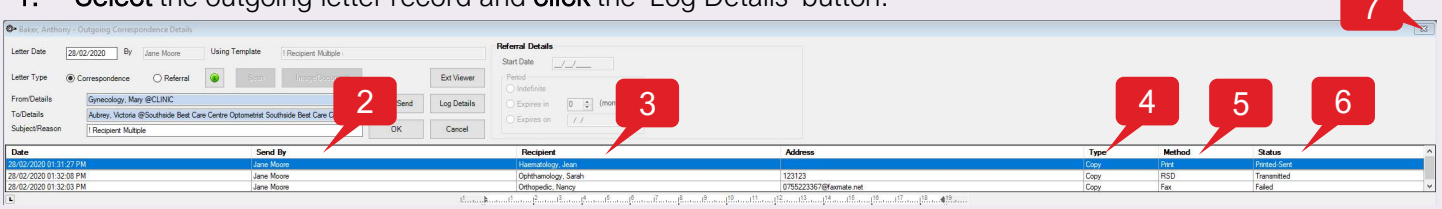
The new letter is listed in the 'MyComms screen' with the Status of 'Print/Sent' and is locked against editing.

Audit a Letter

When a letter had been sent, you can view the recipients and the method of sending. The status will indicate whether the letter has been transmitted:

1. **Select** the outgoing letter record and **click** the 'Log Details' button.





2. 'Send' by = letter creator **3.** 'Recipient' = all recipients of the letter **4.** 'Type' = addressee or CC
5. 'Method' = medium of sending **6.** 'Status' = success or failed transmission.
7. **Click** 'OK', 'Cancel' or 'X' to close the 'Outgoing Correspondence Details screen'.

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