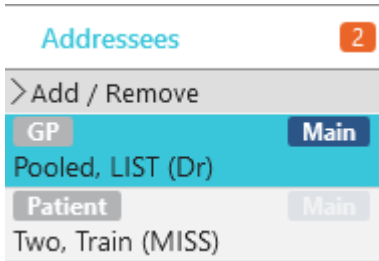
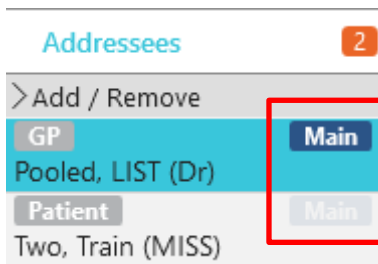
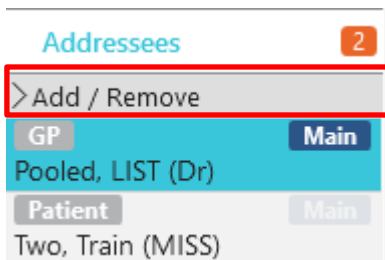


Adding and Removing Addressees	
To add/remove addressees, first open the letter view and click the <b>Addressees</b> tab on the right-hand side	 <p>The screenshot shows a panel titled 'Addressees' with a red badge containing the number '2'. Below the title is a button labeled '&gt; Add / Remove'. Underneath, there are three rows of addressees: 'GP' with a 'Main' button, 'Pooled, LIST (Dr)' with a 'Main' button, and 'Patient' with a 'Main' button. The 'GP' row is highlighted in blue.</p>
To change the 'Main' addressee click the <b>Main</b> button on the end of that persons row	 <p>The screenshot shows the same 'Addressees' panel. A red box highlights the 'Main' button next to the 'GP' row.</p>
Changing the main addressee will only change your preview and the viewable mail merge fields, this will not change who receives the letter	
To add or remove, click the <b>&gt;Add/Remove</b> button	 <p>The screenshot shows the 'Addressees' panel. A red box highlights the '&gt; Add / Remove' button.</p>

Adding and Removing Addressees																										
<p>Tick or untick boxes next to relevant contacts here</p>	<div> <div>Contacts</div> <div> <div>Contacts from appointment</div> <div>Contacts for department Obstetrics and Gynaecology SRH</div> </div> <table> <thead> <tr> <th>Empty <input type="checkbox"/></th> <th>Type</th> <th>Name</th> <th>Organisation</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>GP</td> <td>Pooled, LIST (Dr)</td> <td></td> <td>Langley House, 27 West Street, Chichester, West Sussex, PO19 6FG</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Referrer</td> <td>Pooled, LIST (Dr)</td> <td></td> <td>Langley House, 27 West Street, Chichester, West Sussex, PO19 6FG</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Patient</td> <td>Two, Train (MISS)</td> <td></td> <td>3 Bishopsgate Walk, Chichester, PO19 6FG</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Lead clinician</td> <td>Stienen-Durand, Anna (Ms)</td> <td></td> <td>University Hospitals Sussex NHS Foundation Trust, Worth</td> </tr> </tbody> </table> <div> <div>&lt;</div> <div></div> <div>&gt;</div> </div> </div>	Empty <input type="checkbox"/>	Type	Name	Organisation	Address	<input checked="" type="checkbox"/>	GP	Pooled, LIST (Dr)		Langley House, 27 West Street, Chichester, West Sussex, PO19 6FG	<input type="checkbox"/>	Referrer	Pooled, LIST (Dr)		Langley House, 27 West Street, Chichester, West Sussex, PO19 6FG	<input checked="" type="checkbox"/>	Patient	Two, Train (MISS)		3 Bishopsgate Walk, Chichester, PO19 6FG	<input type="checkbox"/>	Lead clinician	Stienen-Durand, Anna (Ms)		University Hospitals Sussex NHS Foundation Trust, Worth
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<p>If someone not on the list requires a copy then contacts can be added using the Contacts for Department [SPECIALTY] tab and clicking <b>Add</b></p>	<div> <div>Contacts</div> <div> <div>Contacts from appointment</div> <div>Contacts for department Obstetrics and Gynaecology SRH</div> </div> <table> <thead> <tr> <th>Empty <input type="checkbox"/></th> <th>Tags</th> <th>Phone number</th> <th>Name</th> <th>Address</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <div> <div>Add</div> <div>Edit</div> </div> </div>	Empty <input type="checkbox"/>	Tags	Phone number	Name	Address	Email																			
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<p>Only add a Department Contact in accordance with the Trust's Standard Operating Procedure</p>																										