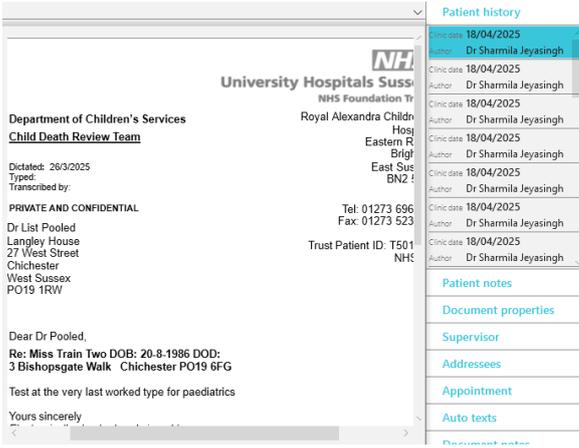
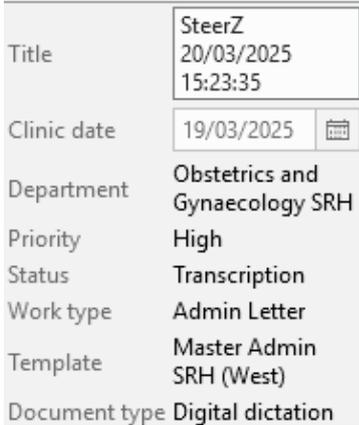


Document Features	
<p>While in the letter view you will see a right-hand panel for various details</p> <p>Clicking each tab will open the details, you can only open one tab at a time</p>	<hr/> Patient history <hr/> <hr/> Patient notes <hr/> <hr/> Document properties <hr/> <hr/> Supervisor <hr/> <hr/> Addressees <hr/> <hr/> Appointment <hr/> <hr/> Auto texts <hr/> <hr/> Document notes <hr/>
<p>Patient History</p> <p>Clicking a particular letter from the list shows a preview of that letter.</p>	
<p>You can copy and paste details from previous letters by highlighting text and using CTRL+C to Copy and CTRL+V to Paste</p>	
<p>Patient Notes</p> <p>Used for passing on any notes that relate to the patient rather than the document.</p> <p>This DOES NOT form part of the medical record.</p> <p>The Instruction audio may also have patient/document notes</p>	<div style="border: 1px dashed gray; padding: 5px; display: inline-block;"> Patient notes </div> <div style="border: 1px solid gray; padding: 5px; display: inline-block; width: fit-content;"> <p>written by Steer Zach (Western Susse on 04/04/2025 09:09:50</p> </div>

Document Features	
<p>Document Properties</p> <p>Shows the Document details such as Work type, document type etc.</p> <p>Only Title and Clinic Date can be amended here.</p> <p>Clinic Date should NEVER be changed here.</p> <p>Title should only be amended in accordance with the Trust's Standard Operating Procedure</p>	<div style="text-align: center;"> <p>Document properties</p>  </div>
<p>Supervisor</p> <p>Assign any Clinician-in-charge who may need visibility of your letters</p>	<div style="text-align: center;"> <p>Supervisor</p>  </div>
<p>Addressees</p> <p>See who is listed as main/additional addressees here</p> <p>Adding and Removing Addressees is covered in another guide</p>	<div style="text-align: center;"> <p>Addressees 2</p>  </div>

Document Features	
<p>Appointment</p> <p>Gives you details related to the linked appointment</p>	<div style="border: 1px dashed gray; padding: 5px; margin-bottom: 10px;"> <p style="color: #00a0e3; margin: 0;">Appointment</p> <p>Appointment ID O2500000046R</p> <p>Clinic date 19/03/2025 09:00:00</p> <p>Visit ID O2500000046R</p> <p>Status New</p> <p>Clinician</p> <p>Lead clinician Stienen-Durand, Anna</p> <p>Referrer(s) Pooled, LIST</p> <p>Treatment Obstetrics</p> <p>Priority</p> </div>
<p>Auto Texts</p> <p>A set of text options pre-set for the department</p> <p>Double-clicking an Auto Text will add the text in wherever your cursor is in the letter</p>	<p style="color: #00a0e3; text-align: center;">Auto texts</p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;"> <p>Dictated but not signed to avoid delay <i>[Dictated but not signed to avoid delay]</i></p> </div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;"> <p>FDN benign haem <i>[FDN benign haem]</i></p> </div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;"> <p>FDN benign MRI prostate <i>[FDN benign MRI prostate]</i></p> </div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;"> <p>FDN low to intermediate MRI <i>[FDN low to intermediate MRI]</i></p> </div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;"> <p>FDN needs Cysto <i>[FDN needs Cysto]</i></p> </div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;"> <p>FDN needs LATP <i>[FDN needs LATP]</i></p> </div> <div style="border: 1px solid gray; padding: 2px;"> <p>FDN needs MRI prostate <i>[FDN needs MRI prostate]</i></p> </div>
<p>Document Notes</p> <p>View or add document specific notes for anyone looking at this letter.</p> <p>This does not form part of the record</p>	<p style="color: #00a0e3; text-align: center;">Document notes</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p style="background-color: #e0e0e0; height: 20px; margin: 0;"></p> <p style="font-size: small; margin: 0;">written by Steer Zach (Western Susse on 04/04/2025 09:09:50</p> </div>