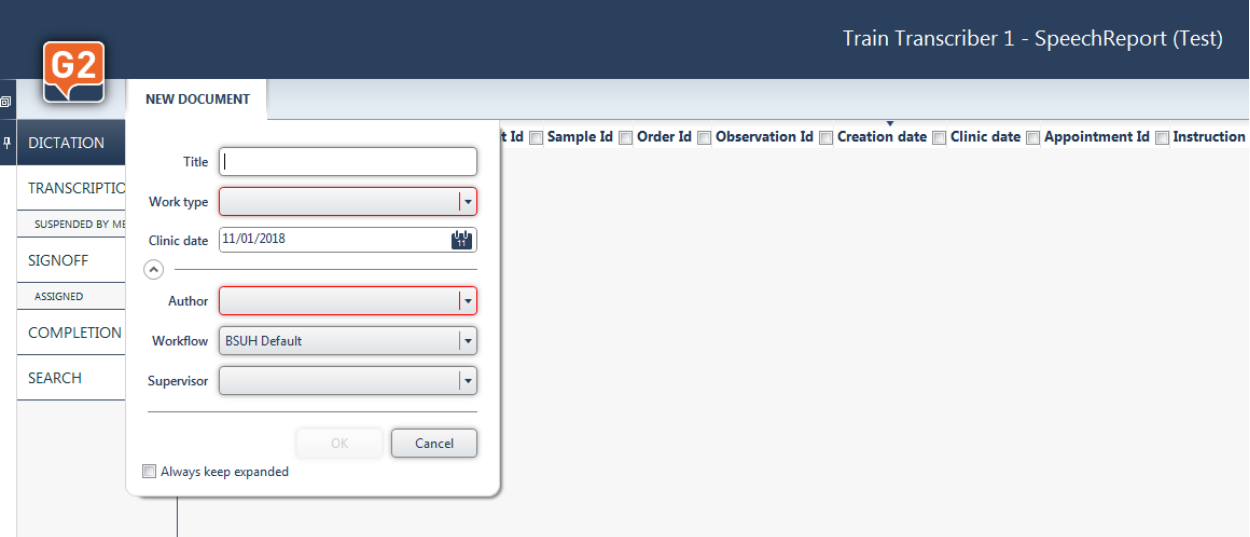


## Writing a Letter on behalf of an Author

**Please note:** this process should not be used for writing Clinic letters that should have been dictated by the Author when the patient was seen for their appointment.



1. Click New Document
2. *Select the appropriate Work Type for this letter*
3. If relating to a Patient BSUH is treating, type in the Patient's Trust ID
  - a. *Otherwise, leave the Patient ID blank*



4. *Select the appropriate Author*
5. Click OK

Follow the usual processes, depending on what Work Type you chose for this letter, manually typing the medical content.