



CERNER FLASH

Ambulatory - Attach Scanned Documents to the Provider Letter February 24, 2021

Overview: Attach Scanned Documents to the Provider Letter

Enhancement: Effective immediately, end users now have the ability to attach scanned documents when creating Provider Letters. This feature allows users to include applicable scanned documents when sending Provider Letters to referring providers/clinics.

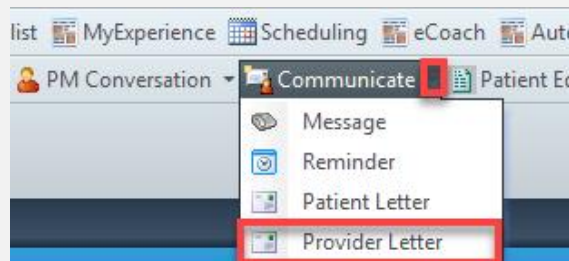
Prior to this enhancement, scanned documents could not be attached to the Provider Letter itself and users would have to manually fax the information separately.

Positions Impacted: All Ambulatory Staff and Providers.

Attach Scanned Documents to the Provider Letter

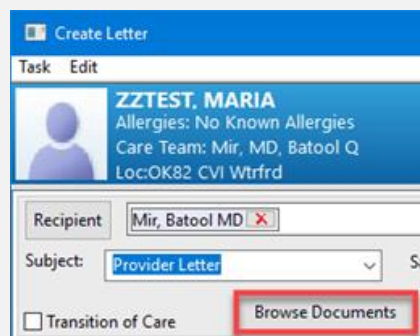
1.) From within the patient's chart, select the **Communicate** dropdown on the Toolbar and choose **Provider Letter**.

- **Note:** Provider Letters can also be created by the Provider when signing their note.

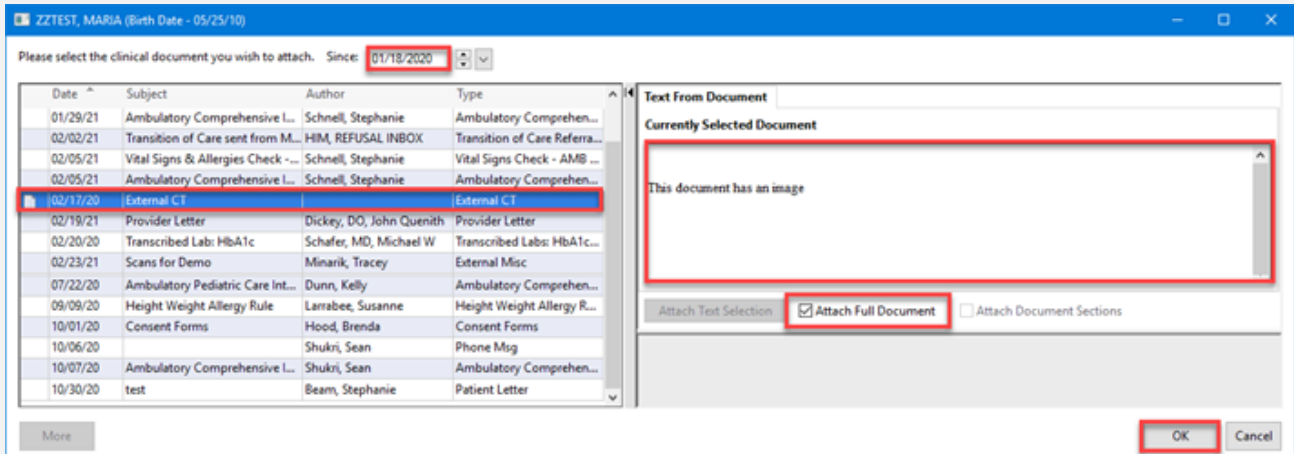


2.) Search and select the recipient's name within the **Provider Letter Recipients** window and click **OK**.

3.) Within the **Create Letter** window, click **Browse Documents** to attach a scanned document to the letter.

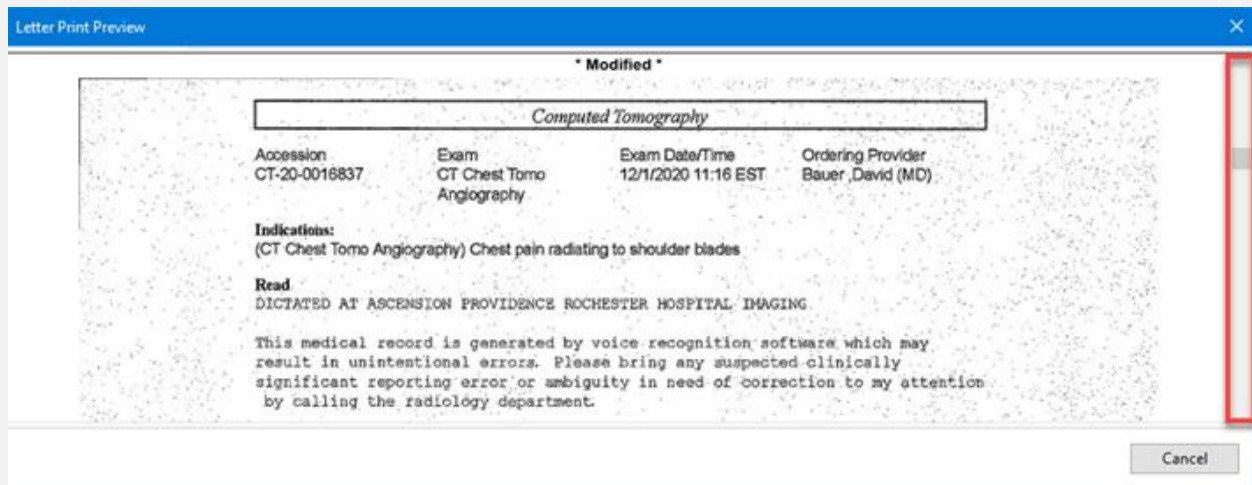


- 4.) Ensure that the **Since** date field is set to include the date of the needed document.
- Select the appropriate document from the left window pane to display the document on the right.
 - **Note:** The document may not fully display, but will still attach appropriately.
 - Select the **Attach Full Document** checkbox.
 - Click **OK**.



5.) Add other information to the letter as needed. Once finished, click **Preview** to ensure that the chosen documents attached correctly.

6.) Use the scroll bar on the right to scroll through letter and view the attached scanned documents.



7.) Click **OK** when done.