ONE McLaren

Cerner Flash

Ambulatory: Provider Letter Recipients Window Default **Date Jan 4ᵗʰ, 2021**

Provider Letter Recipients Window Default Mode Overview

Change: Effective Jan 4th, when creating a Provider Letter, the mode within the Provider Letter Recipients window will now default to Inbox when sending to an Internal McLaren Provider. Users will have the ability to change the mode if desired. The steps below will provide an example of this change.

- *This applies when creating the Provider Letter via the Communicate button on the Toolbar, selecting the Create Provider Letter checkbox in the Sign/Submit window, or creating the Provider Letter from the Documentation tab.*
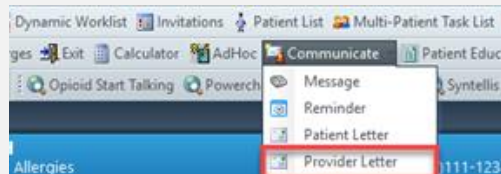
Prior to Change: The mode within the Provider Letter Recipients window defaulted to Fax when creating the Provider Letter and sending to an Internal McLaren Provider.

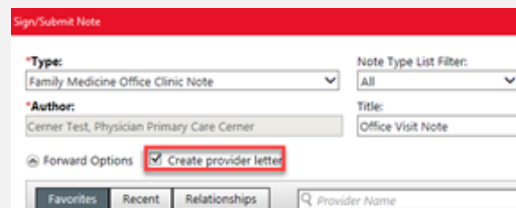**Positions Impacted:** All Ambulatory Provider/staff positions.

Provider Letter Recipients Window Default Mode

1). Create a Provider in one of the following ways: a. Select the **Communicate** dropdown arrow on the Toolbar and choose Provider Letter.	
b. Select the **Create Provider Letter** checkbox in the **Sign/Submit** window upon signing the note.	

2). The **Provider Letter Recipients** window will display.
   a. When choosing an Internal McLaren provider as the recipient, the **Mode** will default to **Inbox**.

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