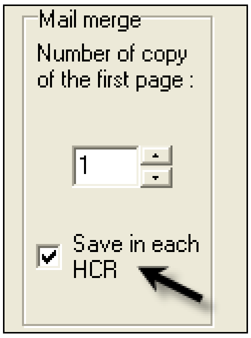
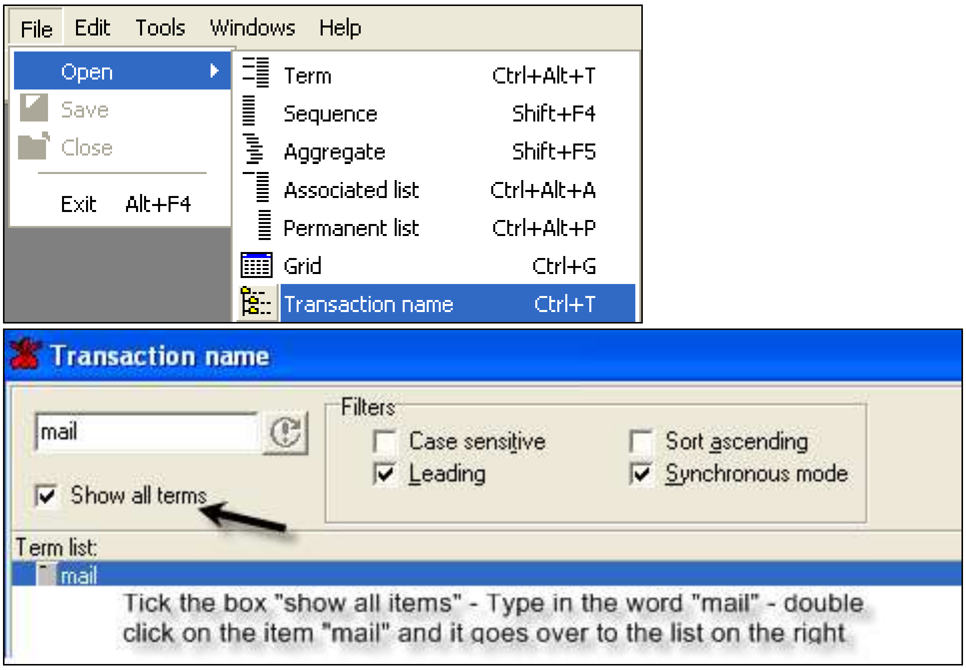
Health one Version 7.2.5.1460 – Mail merge –additional feature

Saving your mail merged documents to each patient file in the list

1. Go to tools/options/template and tick the box on the right "save in each HCR"

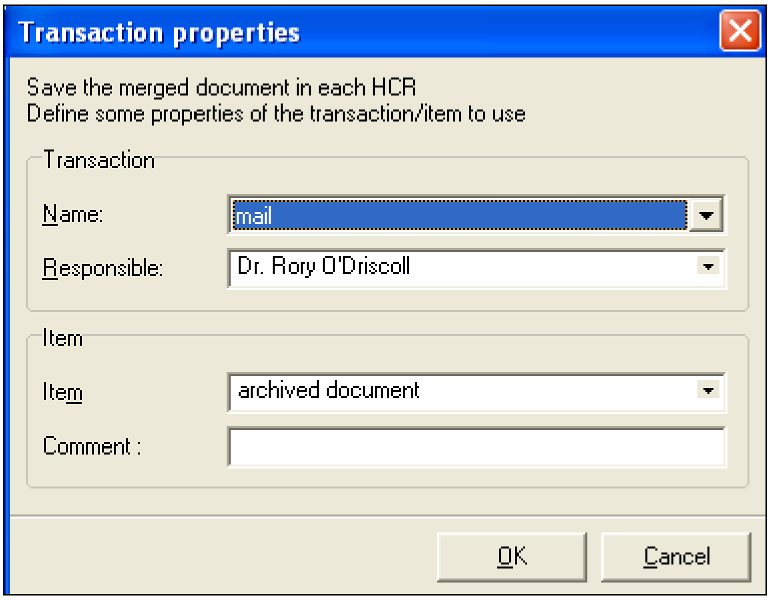


2. Best to go to Config tool and add a transaction name called, say, "mail"



3. Now run your analysis and click the mail merge button

4. When you execute the mail merge document, you will get a new screen asking for details of the new transaction that will be created.



NB: This mail merge document will be saved in every patient record in the list, once it is executed. There is no way back from this. If you later decide not to send the letter to one or more patients in the list, you would have to go into each patient involved and delete the new transaction or add a comment that you had not in fact posted the letter.