LETTER TEMPLATES

In order to make templates of letters to suit your needs, Health one programme easily facilitates this. Follow the simple steps below in order to make your templates

- If you want to create a recurrent surgery logo which will be used on all your letters, do this first before you create your template letter
- You can open Microsoft Word to do this (HOWEVER PLEASE NOTE THAT SOMETHINGS SUCH AS PICTURES CANNOT BE USED AS IT IS NOT SUPPORTED BY HEALTH ONE TEMPLATES)
- Create your surgery logo, but when saving the document, save as an **RTF file** Ensure you know exactly where on your C drive it has been saved, in order to retrieve it at a later stage
- You can now continue to make your letter template
- Click once on **FILE** and the drop down menu will open
- Click **NEW** and choose **TEMPLATE** A blank page will appear
- On the menu bar (3rd down), click on the icon which says **IMPORT FORMATTED PARAGRAPH**
- A box named **FORMATTED PARAGRAPHS** will appear
- Now click on C:\ and find your word document pathway
- When found click **OK**
- This will intergrate the logo into your template
- To add the date to your document, click on **INSERT, FIELD, HEALTH-ONE ANALYSIS.** Click on **CURRENT DATE** and **SELECT**
- Now to choose fields which will be automatically pulled from the patients file, Click on **INSERT, FIELD, HEALTH-ONE ITEM** and the Selector will appear. Choose whichever field has the information you require
- You can check how your template looks from time to time, and ensure that the correct item has been selected by clicking on the little icon with the picture of a Cog wheel. Click again to go back to edit the template
- You can create Text blocks which are frequently used, or you can create frequently used sentences within the body of your letters.
- Once you have created the template to your satisfaction, you click on **FILE, SAVE AS,** (name your document) and click **SAVE**