



RevolutionEHR

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## **RevolutionEHR Release 4.4.26**

### **Release Notes**

**August 4th, 2010**

## **Overview**

The main focus of this release is the addition of letters and letter templates.

## Table of Contents

1. Enhancements.....	3
1.1 Letters .....	3
1.2 Spell Checker .....	33
1.3 Scheduling .....	34
2. Fixes .....	34
2.1 Accounting .....	34
2.2 Administration .....	34

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## 1. Enhancements

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### 1.1 Letters

#### 1.1.1 Letter Templates

The ability to create and use templates for custom letters within RevolutionEHR has been added.

Several letter templates have been created by RevolutionEHR and are immediately available. The ability to create your own templates is also an option, and will be explained later in this document.

Letter templates are stored and created in the Administration Module. A new category for "Communication Templates" has been added to this module. The categories available for letter templates are "Patient Letters" and "Encounter Summaries"



**Current available templates are:**

<b>ENCOUNTER SUMMARIES</b>	
<b>Name</b>	<b>Description</b>
Age-related Macular Degeneration Encounter Summary for PCP	A letter that summarizes important components of an encounter of a patient with AMD for a PCP
Age-related Macular Degeneration Summary for Ophthalmologist	A letter that summarizes important components of an encounter of a patient with AMD for an ophthalmologist
Cataract Encounter Summary for Ophthalmologist	A letter that summarizes important components of an encounter of a patient with cataract(s) who is being referred for surgical consultation
Diabetes Encounter Summary for Ophthalmologist	A letter that summarizes important components of an encounter of a patient with diabetes who is being referred for retinal consultation
Diabetes Encounter Summary for PCP	A letter that summarizes important components of an encounter of a patient with diabetes for a PCP
General Referral Letter - Comprehensive	A general letter template for a referral to another eye care provider that includes specific data fields for most eye exam results
General Referral Letter - Simple	A general letter template for a referral to another eye care provider
Glaucoma Encounter Summary for Ophthalmologist	A letter that summarizes important components of an encounter of a patient with glaucoma
Glaucoma Encounter Summary for PCP	A letter that summarizes important components of an encounter of a patient with glaucoma for a PCP
Patient Last Encounter Summary - Complete Data	A summary of the last encounter for a transfer of information to another eye care provider that includes specific data fields for most eye exam results
Plaquenil Ocular Testing Letter for Health Care Provider	A general letter regarding a patient using Plaquenil to inform the health care provider of the encounter findings
Retinal Tear/ Hole Summary for Ophthalmologist/ Surgical Consult	A letter that summarizes important components of an encounter of a patient with Retinal Tear/Hole

PATIENT LETTERS	
Name	Description
Education Overview - Age-related Macular Degeneration	A letter that summarizes the issues with AMD
Education Overview - Cataracts	A letter that summarizes the issues with cataracts
Education Overview - Conjunctivitis	A letter that summarizes the issues with conjunctivitis
Education Overview - Diabetes	A letter that summarizes the issues with diabetes that would be given to patients with diabetes.
Education Overview - Dry Eyes	A letter that summarizes the issues with dry eyes
Education Overview - Eyelid Conditions	A letter that summarizes the issues with eyelids
Education Overview - Floaters and Flashes	A letter that summarizes the issues with floaters and flashes
Education Overview - Glaucoma	A letter that summarizes the issues with glaucoma
Education Overview - Keratoconus	A letter that summarizes the issues with keratoconus
Patient Overall Record Summary	A summary of a patient's overall record for a patient's personal files, or for use by another provider
Patient Visit Record Summary	A summary of a patient's visit record for a patient's personal files, or for use by another provider

A letter template is a combination of text that is used to form the body of the letter and merge fields that are inserted where appropriate. Merge fields are fields that pull data from different areas in the application to provide customized information within the letter. It is important to note that these merge fields will only display *exactly* what data exists in the data field for that merge. For example, if you have an encounter letter template and have added a merge field to display the cornea findings from the slitlamp test, what will be displayed in that letter is exactly what is found in that field within the test.

#### *Letter Template Example*

"Cornea OD" and "Cornea OS" is the text that was typed in manually. The information found within the brackets "{ }" was populated by the application when that data field was dragged over from the list of available fields on the left:

**Template Content**

Available Fields

Exam Tests

Biomicroscope Exam

Slit Lamp

- OD Iris Color
- OS Iris
- Cornea OS
- Episclera OD
- OD Lens
- Anterior Chamber OS
- Sclera OS
- Adnexa OD

Cornea OD: {test.30 [Cornea OD]}

Cornea OS: {test.30 [Cornea OS]}

### Encounter:

07/23/2010

Steps

Comp Health Testing

Communicate Tracy Steenis, OD

Slit Lamp

Notes

OD		OS	
NL	Adnexa	NL	
Clear	Palp. Conj.	Clear	
Clear	Sclera	Clear	
Clear	Episclera	Clear	
Clear	Bulb Conj	Clear	
SEI3, StromHaz1, Pteryg	Cornea	Clear	
Deep & Quiet	A/C	Deep & Quiet	
Flat and Clear	Iris	Flat and Clear	
	Iris Color		
Clear	Lens	Clear	

Additional Comments

### Letter:

**revolutionEHR**

Template Prev

Example

Cornea OD: SEI3, StromHaz1, Pteryg

Cornea OS: Clear

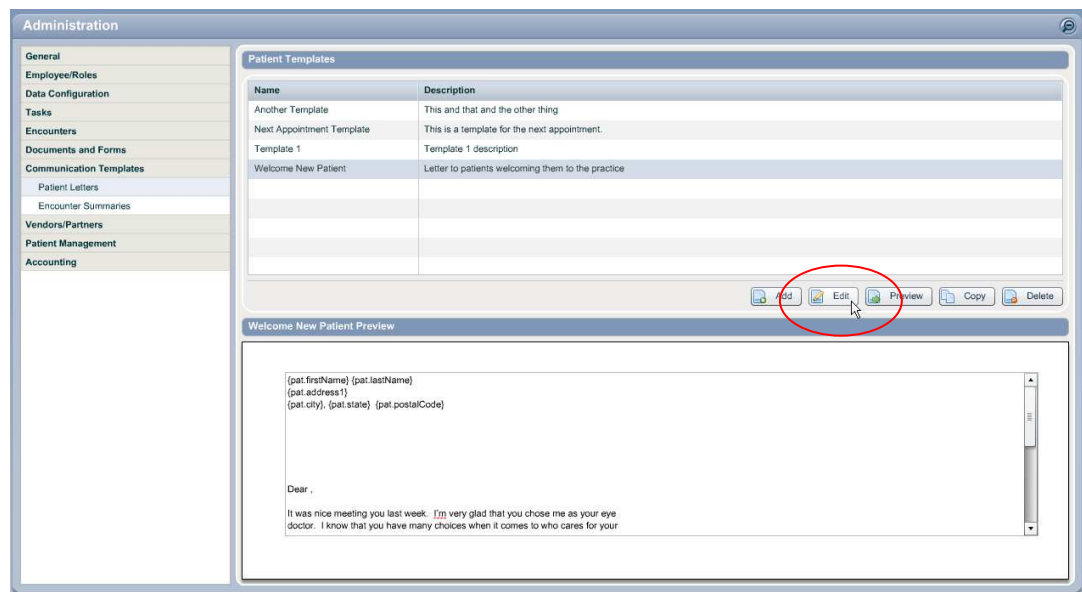
The templates that are being provided to you in this release should be reviewed before use. These templates are a demonstration of what can be configured for letters, and are meant to provide a starting point. However, due to the customizability of encounters, the new templates may use data merge fields from tests that you do not have included in your encounter template.

Merged data is not interpretive; it is simply an exact duplication of the data from the application that is then inserted into a letter. Some planning is required on the text that is written in the body of the letter before and after the merged data. The data itself is not narrative and may need additional explanation within the letter template.

If a merge field exists within a letter template and a letter generated for that template finds no data existing in the data field specified by the merge field information the letter will contain the wording "no data entered".

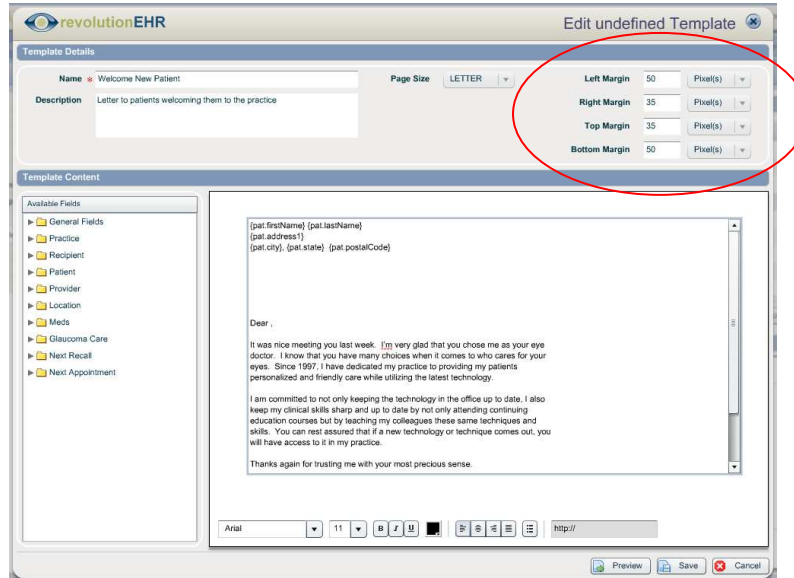
### 1.1.2 Editing letter template formatting

The formatting of a letter template can be edited for existing and new templates. Sections 1.1.3 will address creating new templates. To edit the letter formatting for an existing template, click on the appropriate template from the grid and hit "edit"

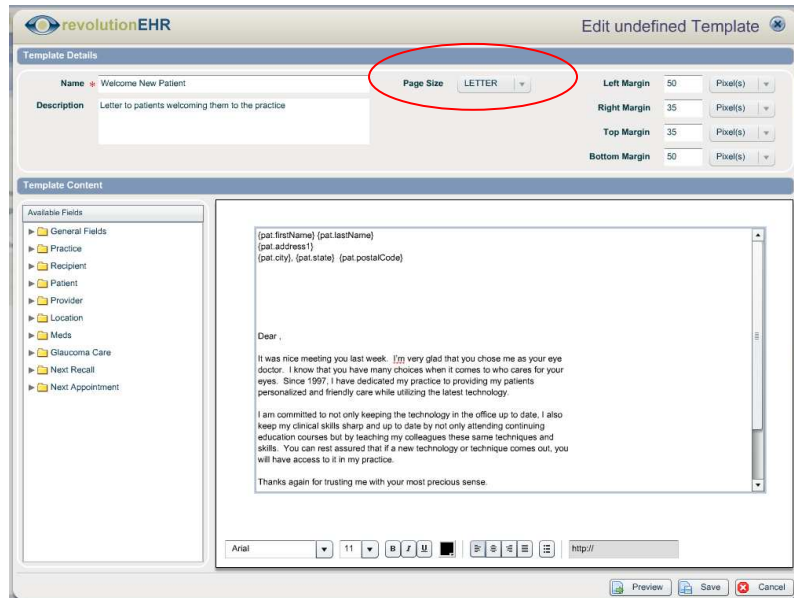


- **Edit Margins** Margin settings can be changed to allow users to create a letter that can fit on already existing letterhead or specialty paper. Enter the appropriate pixel amount for the appropriate margin

The margins are displayed with blue lines in the letter template. As margins settings are changed, the lines will move appropriately to match the settings:

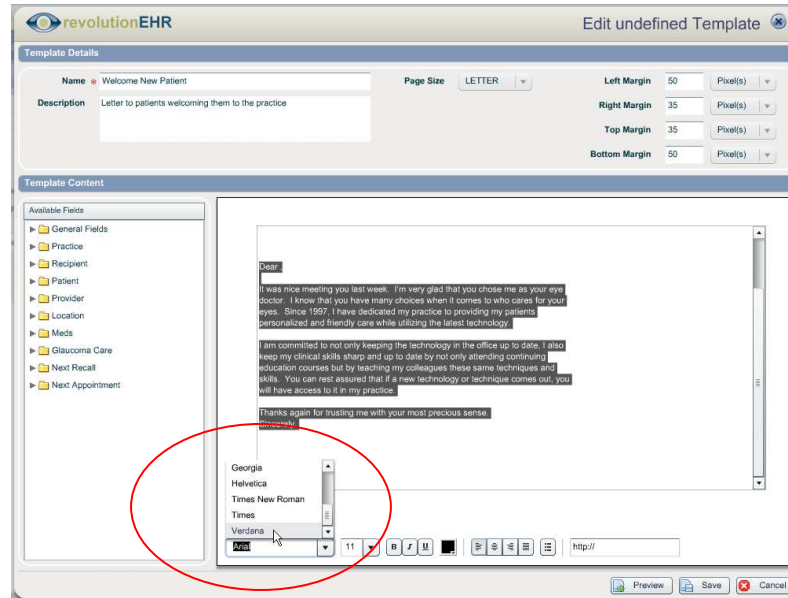


- **Edit Page Size** Currently the only available page size is standard letter size (8 ½ x 11). As new page sizes are added they will be made available in the "Page Size" drop down

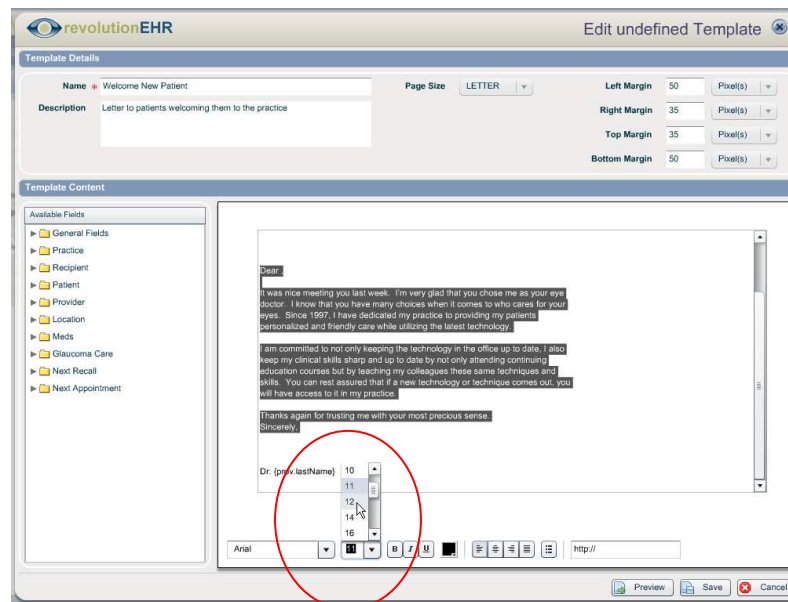




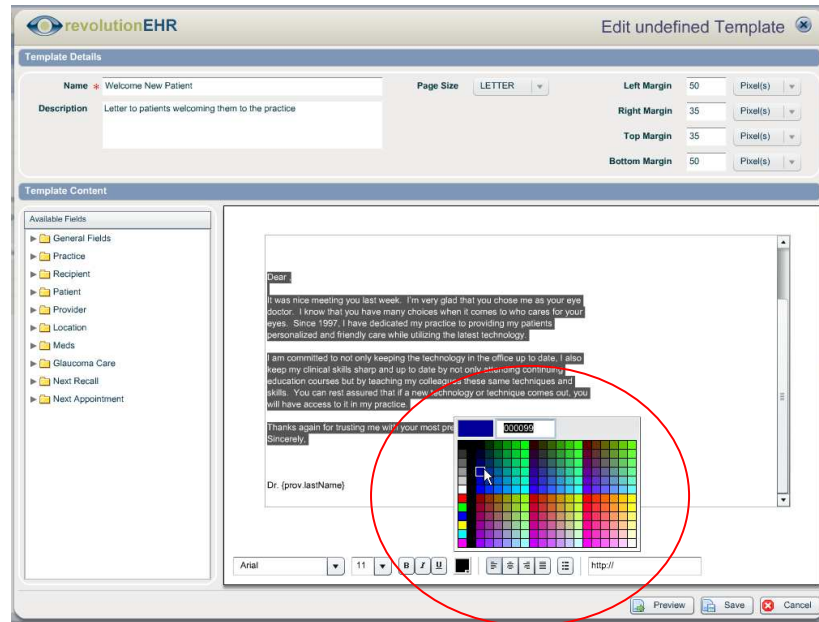
- **Edit Font Type** The type of font used in the letter can be edited. First highlight the text you wish to change; then select the appropriate font type from the font drop down:



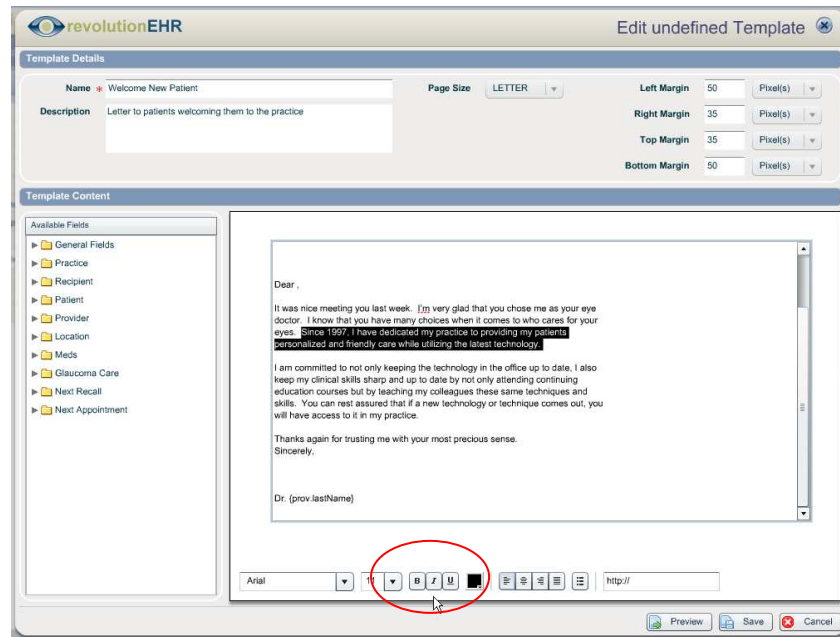
- **Edit Font Size** The size of font used in the letter can be edited. First highlight the text you wish to change; then select the appropriate font size from the font size drop down:



- **Edit Font Color** The color of text used in the letter can be edited. First highlight the text you wish to change; then select the appropriate text color from the color box:



- **Edit Text Format** The text format can be changed to italics, bold and/or underlined. Highlight the text you wish to edit and click the appropriate button. "**B**" = Bold; "*I*" = Italics; "U" = Underline:



- **Edit Paragraph alignment** The text within a paragraph can be aligned to the right, center, or left; or can be spaced to fill each line evenly from left to right.



Will align text to the left



Center alignment of text is currently not available

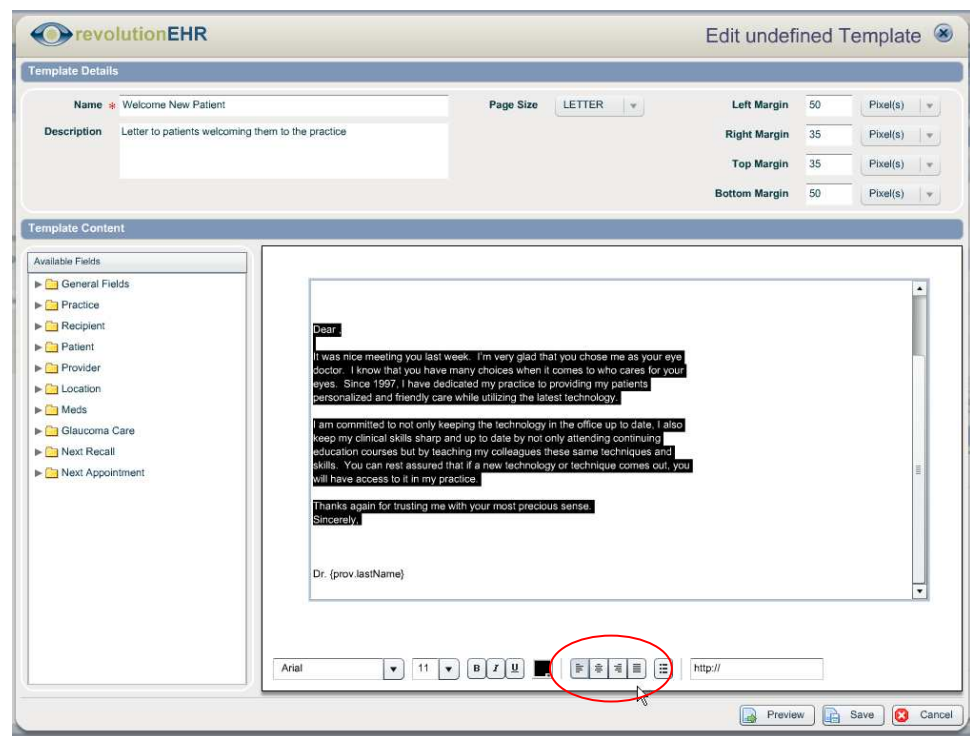


Right alignment of text is currently not available

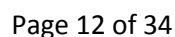
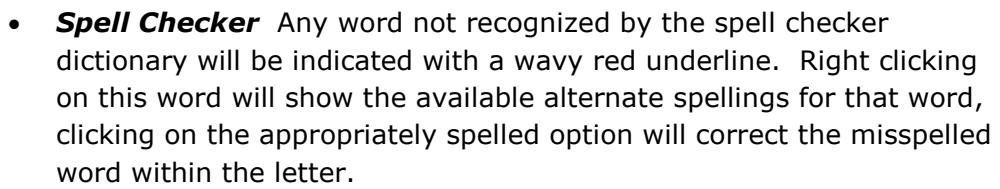


Will space text evenly on each line from left to right

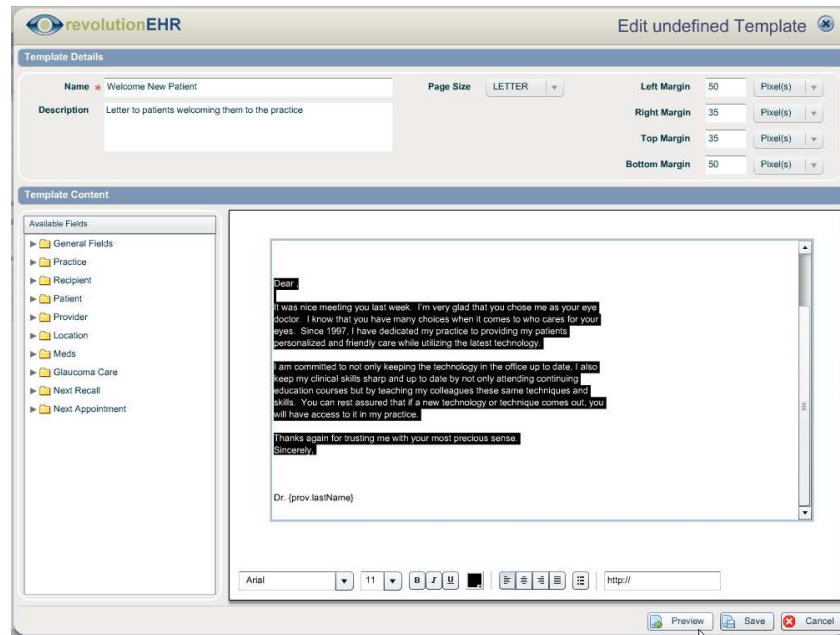
Highlight the text you wish to edit alignment for, and click the appropriate button:



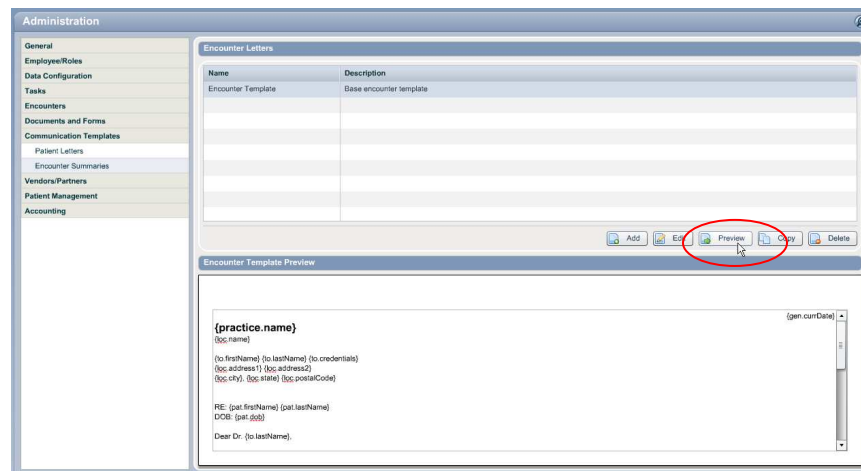
- **Edit/Add bullets** Bullet points may be added to the letter. Highlight the line or lines of text that you wish to bullet point. Each new line in the highlighted text will receive a bullet. Bullet points can be removed by highlighting the bulleted text and clicking the button a second time.



- **Preview Letter** Letters can be previewed at any time by clicking the "Preview" button:



A letter can also be previewed without opening the template in edit mode by single clicking on the template from the template list in the grid and clicking "Preview Template"



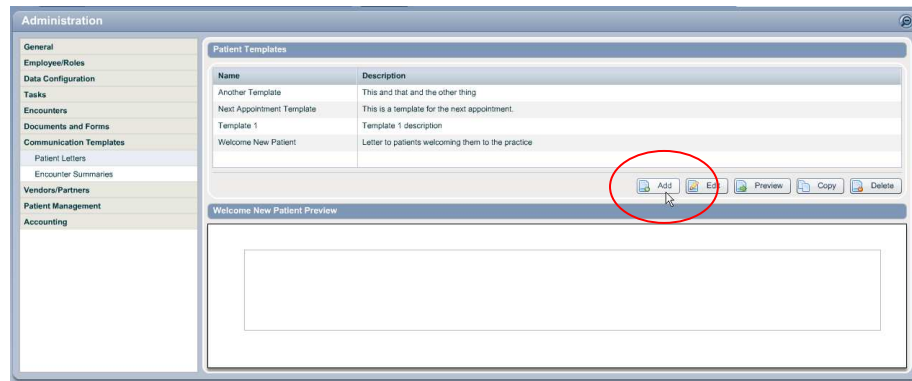
### 1.1.3 Creating a new letter template

- From the Administration Module, select "Communication Templates".
- From Communication Templates, select "Patient Letters" or "Encounter Summaries".

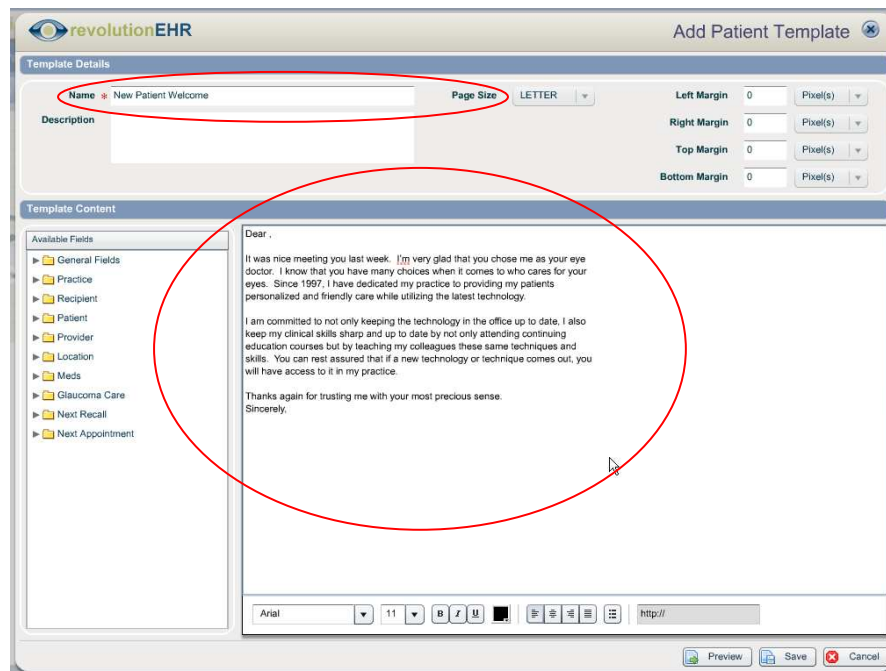
**NOTE:** The letter templates in each category are available in different areas within the application, and contain different merge fields. The "Patient Letters" templates are available from the main header bar within a patient's file and is therefore accessible from any component within that patient's file. However, the "Encounter Summaries" templates are only available when working within a specific encounter.

Review section 1.1.4 for detailed definitions of the available merge fields.

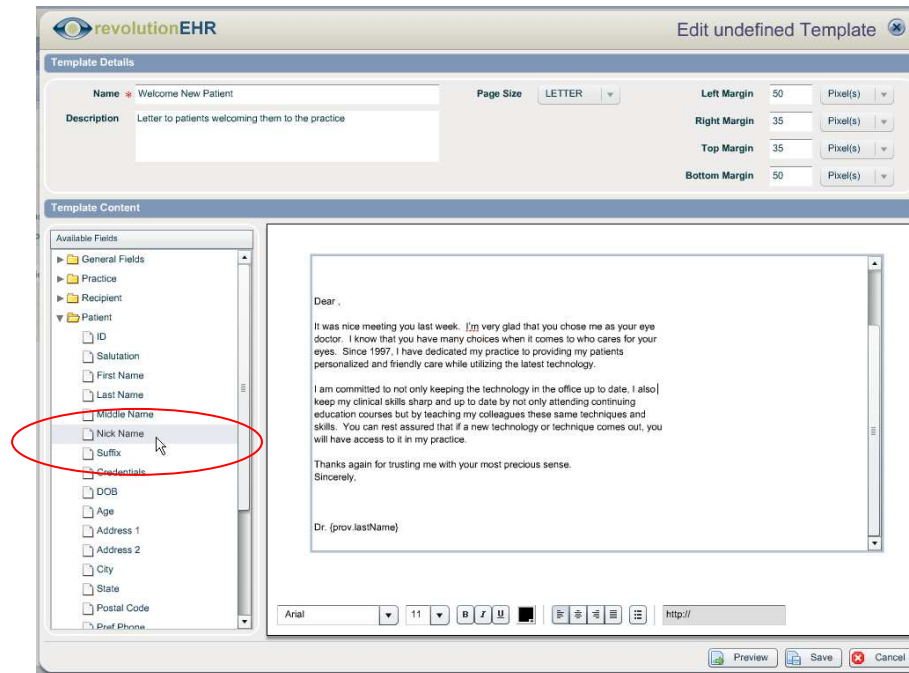
- Click Add



- Name the template
- Type the body of the template

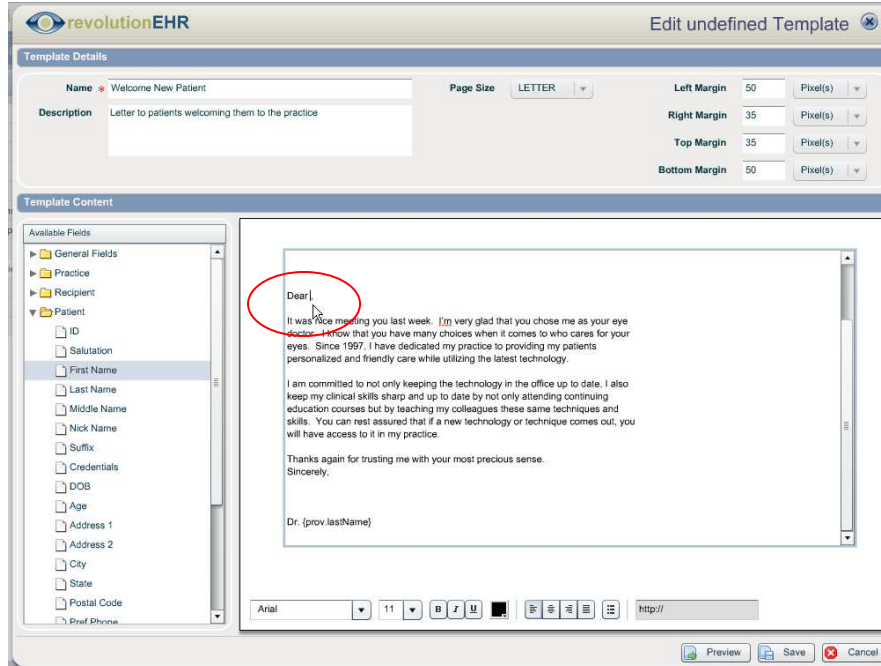


- Insert the appropriate merge fields.
- First, find the needed data field from the "Available Fields" list on the left. Fields have been categorized into separate folders to allow more efficient searching for the appropriate field. For example, to insert the patient's name, click the grey expand triangle to the left of the "Patient" folder to show the available fields within the folder.



- To insert that merge field into the template you must focus your cursor in the template where the merge field should be inserted. The cursor will blink in the document where focused.





**revolutionEHR** Edit undefined Template

**Template Details**

Name: Welcome New Patient  
Description: Letter to patients welcoming them to the practice

Page Size: LETTER

Left Margin: 50 Pixel(s)  
Right Margin: 35 Pixel(s)  
Top Margin: 35 Pixel(s)  
Bottom Margin: 50 Pixel(s)

**Template Content**

Available Fields:

- General Fields
- Practice
- Recipient
- Patient
  - ID
  - Salutation
  - First Name
  - Last Name
  - Middle Name
  - Nick Name
  - Suffix
  - Credentials
  - DOB
  - Age
  - Address 1
  - Address 2
  - City
  - State
  - Postal Code
  - Ref Phone

Dear,

It was nice meeting you last week. I'm very glad that you chose me as your eye doctor. I know that you have many choices when it comes to who cares for your eyes. Since 1997, I have dedicated my practice to providing my patients personalized and friendly care while utilizing the latest technology.

I am committed to not only keeping the technology in the office up to date, I also keep my clinical skills sharp and up to date by not only attending continuing education courses but by teaching my colleagues these same techniques and skills. You can rest assured that if a new technology or technique comes out, you will have access to it in my practice.

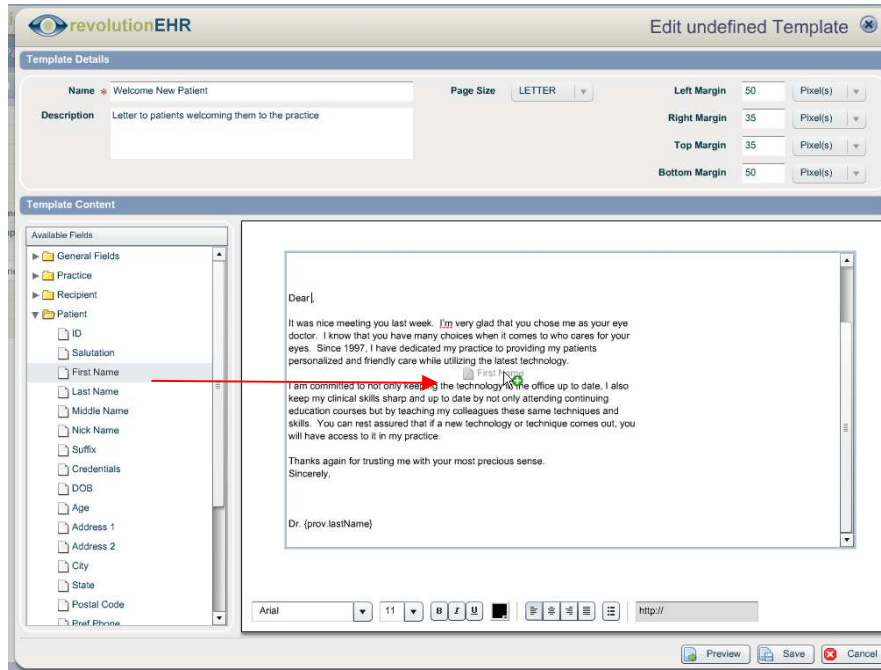
Thanks again for trusting me with your most precious sense.  
Sincerely,

Dr. (prov.lastName)

Font: Arial, Size: 11, Bold, Italic, Underline, Text Color, Background Color, Link

Buttons: Preview, Save, Cancel

- Next, simply drag and drop the merge field from the available field list on the left to the template. It is not necessary to drag it to the exact spot. Simple dragging and dropping the field anywhere in the template will insert the merge field where the cursor is focused.



**revolutionEHR** Edit undefined Template

**Template Details**

Name: Welcome New Patient  
Description: Letter to patients welcoming them to the practice

Page Size: LETTER

Left Margin: 50 Pixel(s)  
Right Margin: 35 Pixel(s)  
Top Margin: 35 Pixel(s)  
Bottom Margin: 50 Pixel(s)

**Template Content**

Available Fields:

- General Fields
- Practice
- Recipient
- Patient
  - ID
  - Salutation
  - First Name
  - Last Name
  - Middle Name
  - Nick Name
  - Suffix
  - Credentials
  - DOB
  - Age
  - Address 1
  - Address 2
  - City
  - State
  - Postal Code
  - Ref Phone

Dear,

It was nice meeting you last week. I'm very glad that you chose me as your eye doctor. I know that you have many choices when it comes to who cares for your eyes. Since 1997, I have dedicated my practice to providing my patients personalized and friendly care while utilizing the latest technology.

I am committed to not only keeping the technology in the office up to date, I also keep my clinical skills sharp and up to date by not only attending continuing education courses but by teaching my colleagues these same techniques and skills. You can rest assured that if a new technology or technique comes out, you will have access to it in my practice.

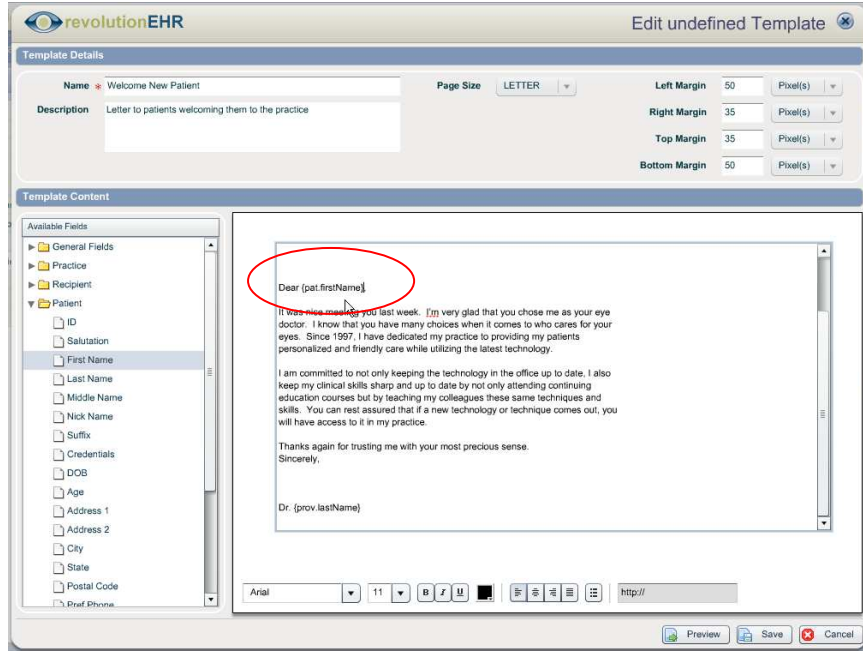
Thanks again for trusting me with your most precious sense.  
Sincerely,

Dr. (prov.lastName)

Font: Arial, Size: 11, Bold, Italic, Underline, Text Color, Background Color, Link

Buttons: Preview, Save, Cancel



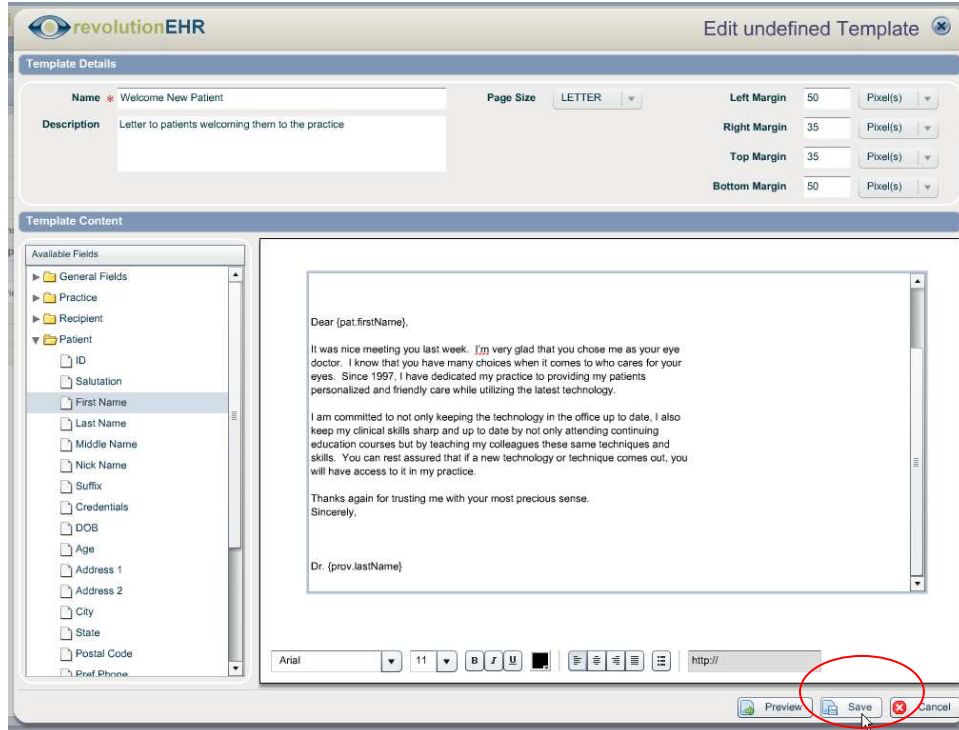


The screenshot shows the 'Edit undefined Template' window. The 'Template Details' section includes fields for Name (Welcome New Patient), Description (Letter to patients welcoming them to the practice), Page Size (LETTER), and Margins (Left: 50, Right: 35, Top: 35, Bottom: 50). The 'Template Content' section shows a list of available fields on the left and a text area on the right. The text area contains a letter template with a red circle highlighting the text 'Dear {pat.firstName}'. The text continues with a welcome message and a commitment to technology. At the bottom, there are buttons for Preview, Save, and Cancel.

As shown above, merge fields are enclosed with brackets "{ }".

**Important Note** Do not edit any text contained within the brackets. Changing or removing text found within the brackets will prevent the data from being merged appropriately. When a template is selected from within a patient's file, the text found within the brackets will allow the app to insert the appropriate data into the letter.

- Follow the instructions in section 1.1.2 *Editing Letter Formatting* to make further adjustments to your template.
- When complete click "Save"



**revolutionEHR** Edit undefined Template

**Template Details**

Name: Welcome New Patient  
Description: Letter to patients welcoming them to the practice

Page Size: LETTER  
Left Margin: 50 Pixel(s)  
Right Margin: 35 Pixel(s)  
Top Margin: 35 Pixel(s)  
Bottom Margin: 50 Pixel(s)

**Template Content**

Available Fields:

- General Fields
- Practice
- Recipient
- Patient
  - ID
  - Salutation
  - First Name
  - Last Name
  - Middle Name
  - Nick Name
  - Suffix
  - Credentials
  - DOB
  - Age
  - Address 1
  - Address 2
  - City
  - State
  - Postal Code
  - Prof Phone

Dear (pat.firstName),

It was nice meeting you last week. I'm very glad that you chose me as your eye doctor. I know that you have many choices when it comes to who cares for your eyes. Since 1997, I have dedicated my practice to providing my patients personalized and friendly care while utilizing the latest technology.

I am committed to not only keeping the technology in the office up to date. I also keep my clinical skills sharp and up to date by not only attending continuing education courses but by teaching my colleagues these same techniques and skills. You can rest assured that if a new technology or technique comes out, you will have access to it in my practice.

Thanks again for trusting me with your most precious sense.  
Sincerely,

Dr. (prov.lastName)

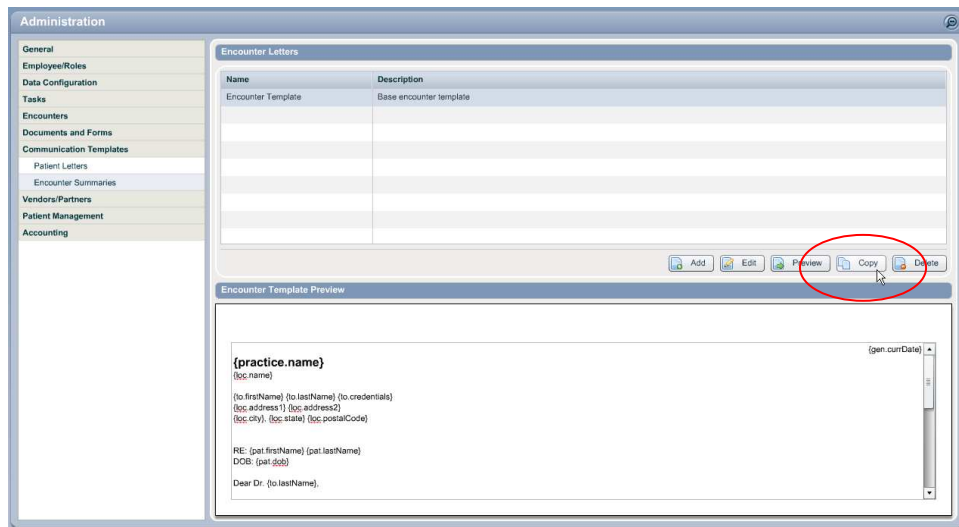
Arial 11 B I U

http://

Preview Save Cancel

*A new template may also be created by copying an existing template.*

- Single click on the template to be copied to highlight
- Click Copy



**Administration**

General  
Employee/Roles  
Data Configuration  
Tasks  
Encounters  
Documents and Forms  
Communication Templates  
Patient Letters  
Encounter Summaries  
Vendors/Partners  
Patient Management  
Accounting

**Encounter Letters**

Name	Description
Encounter Template	Base encounter template

Add Edit Preview Copy Delete

**Encounter Template Preview**

{practice.name}  
(pc.name)

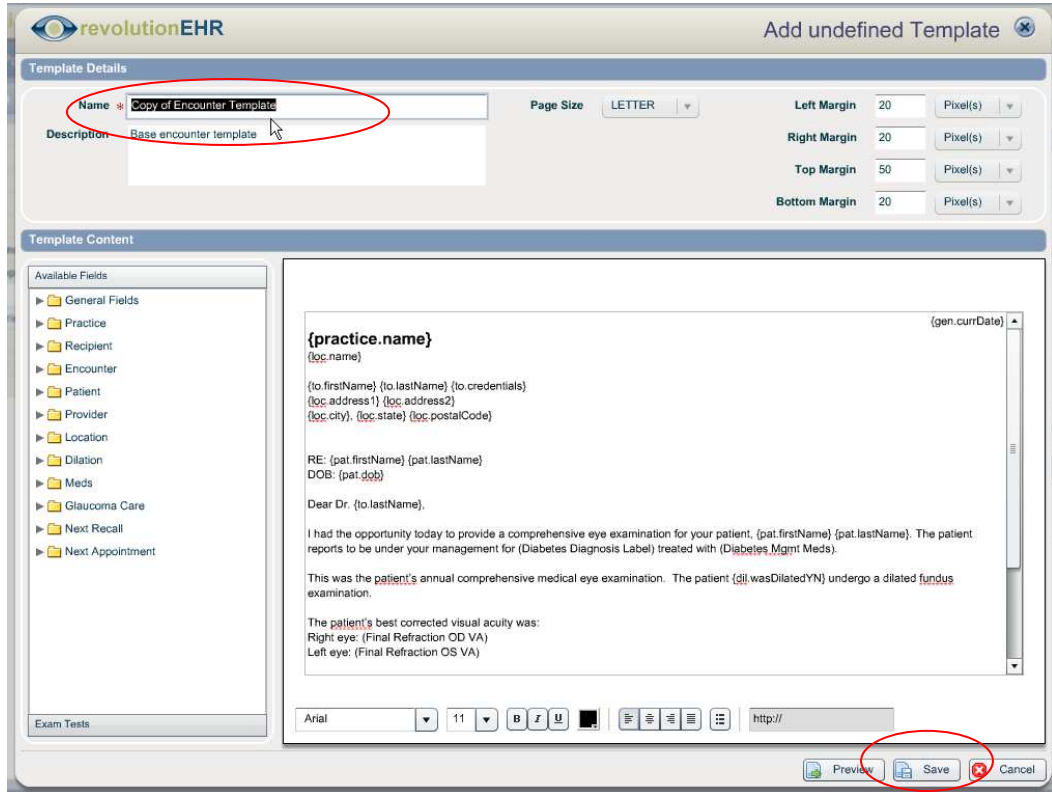
(to.firstName) (to.lastName) (to.credential)  
(pc.address1) (pc.address2)  
(pc.city) (pc.state) (pc.postalCode)

RE: (pat.firstName) (pat.lastName)  
DOB: (pat.dob)

Dear Dr. (to.lastName),

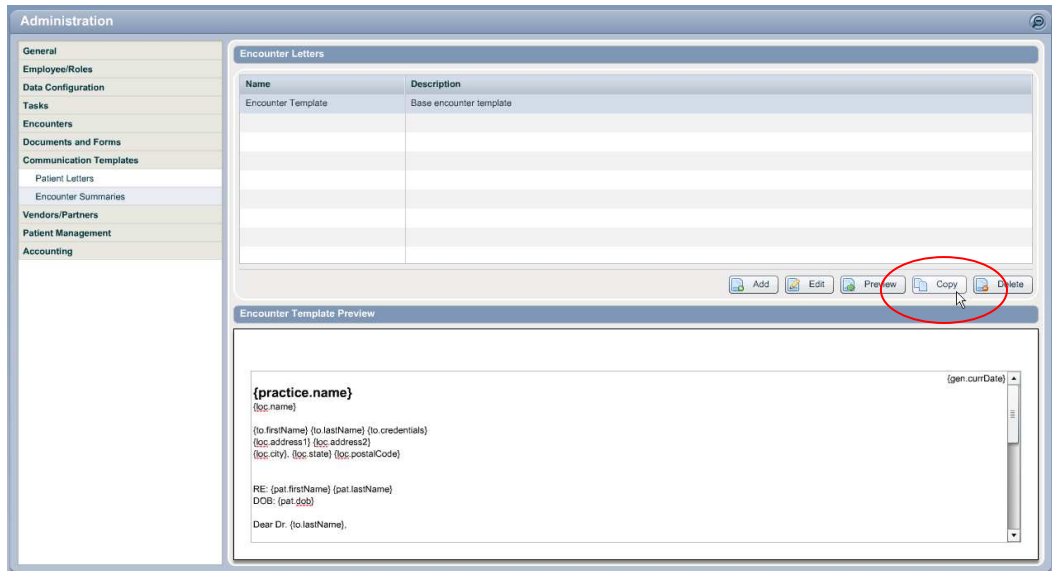
- The new template will open in edit mode. All details from the original template will be included for the new template
- Give the new template a new name
- Edit as needed

- Click "Save" when complete



An existing template may be deleted.

- Single click on the template to be copied to highlight
- Click Delete



#### 1.1.4 Patient Letter Merge Field Definitions

A letter template will pull data directly from a specific patient file. Therefore many of the merge fields are specific to patient data, although some data is also location and provider specific.

- **General fields** These fields pull date and time information from your computer's current date and time settings. This action will occur when the letter is generated from patient module. Also available in the general fields folder is the first and last name of the RevolutionEHR user who is generating the letter. The user name pulled for the letter will be the name of the person that is logged in while the letter is being generated.
- **Practice** These fields obtain information contained in Administration/General/Basic Information.
- **Recipient** These fields obtain information from different areas depending on what type of recipient is designated for the letter. The available recipient types are
  - ❖ Patient
  - ❖ Internal provider
  - ❖ External provider
  - ❖ Family Member
  - ❖ Contact.
- **Patient** These fields obtain information from the patient's demographics information.
- **Provider** These fields obtain information from the employee file for the patient's primary provider that is listed in the patient's demographics information.
- **Location** These fields obtain information from the Location Details in Administration/General/Locations. The location used in the letter is the primary location indicated in the patient's demographic information.
- **Meds** These fields will insert either an entire medication history or just a list of current medications for the patient.
- **Glaucoma Care** These fields obtain their information from the patient's Glaucoma Care data in the "Ongoing Care" component within the patient's file.
- **Next Recall** These fields obtain their information from the patient's "Recall" component within the patient's file.
- **Next Appointment** These fields obtain their information from the patient's appointment history location in the "Exam History" component within the patient's file.

### 1.1.5 Encounter Summaries Merge Field Definitions

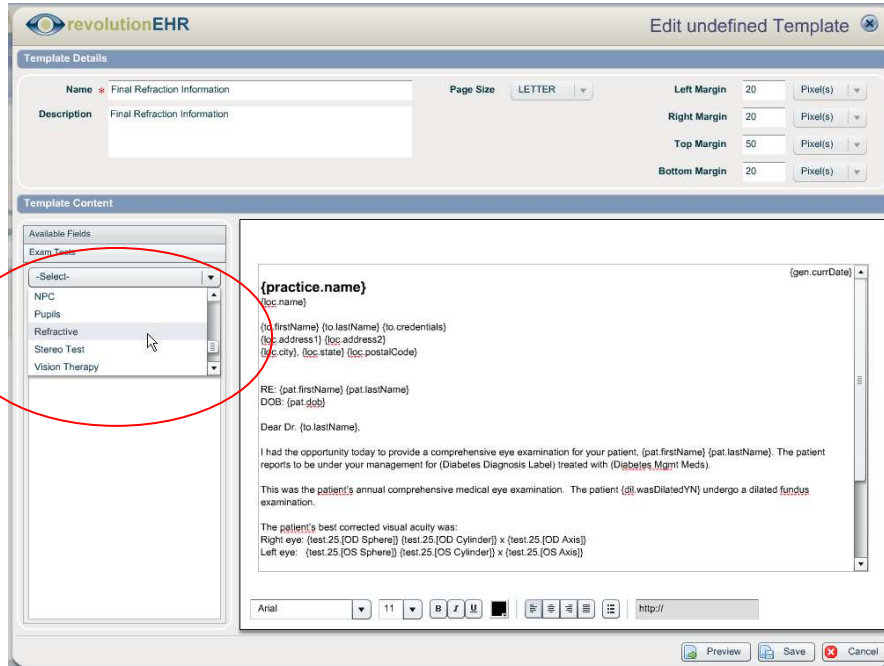
The "Available Fields" list for Encounter Summaries is identical to the list defined above for Patient Letters with the addition of "Encounter" and "Dilation". However, because the Encounter Summaries templates are only available for use within a specific encounter, some data that is pulled from demographics for patient letters is not pulled from the encounter for an encounter summary.

- **General fields** These fields pull date and time information from your computer's current date and time settings. This action will occur when the letter is generated from patient module. Also available in the general fields folder is the first and last name of the RevolutionEHR user who is generating the letter. The user name pulled for the letter will be the name of the person that is logged in while the letter is being generated.
- **Practice** These fields obtain information contained in Administration/General/Basic Information.
- **Recipient** These fields obtain information from different areas depending on what type of recipient is designated for the letter. The available recipient types are
  - ❖ Patient
  - ❖ Internal provider
  - ❖ External provider
  - ❖ Family Member
  - ❖ Contact.
- **Encounter** These fields obtain information from the specific encounter
- **Patient** These fields obtain information from the patient's demographics information.
- **Provider** These fields obtain information from the employee file for the provider that is associated to the encounter
- **Location** These fields obtain information from the Location Details in Administration/General/Locations. The location used in the letter is the location associated to the encounter
- **Dilation** These fields obtain information based on data that exists in the DPA test within that encounter.
- **Meds** These fields will insert either an entire medication history or just a list of current medications for the patient.
- **Glaucoma Care** These fields obtain their information from the patient's Glaucoma Care data in the "Ongoing Care" component within the patient's file.
- **Next Recall** These fields obtain their information from the patient's "Recall" component within the patient's file.

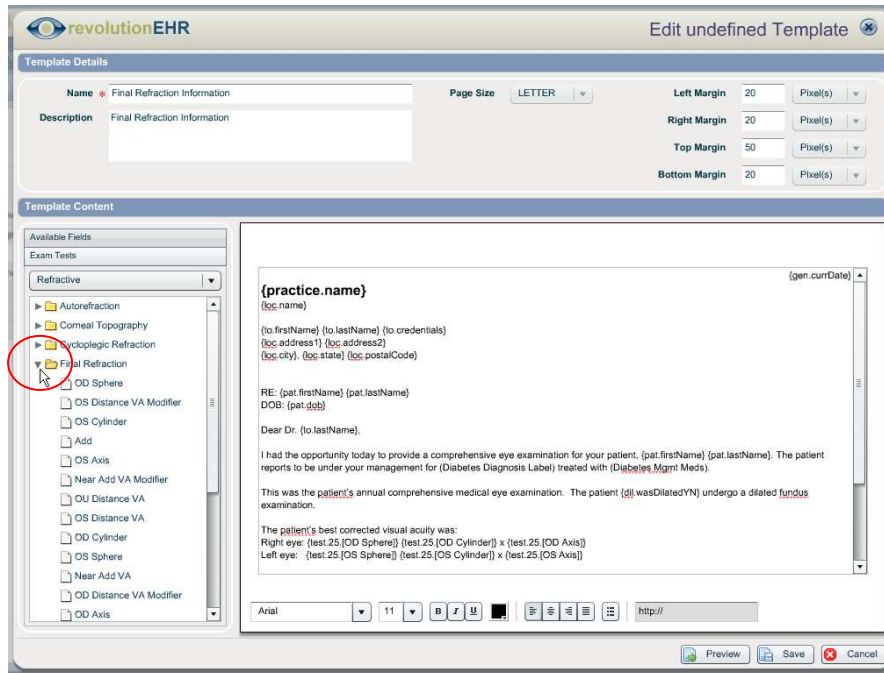
- In addition to the list of "Available Fields". Data merge fields for encounter summaries include fields containing specific test data. To view and use these merge fields click on the "Exam Tests" slider.



Select the appropriate category. These are the categories that are found in the "Exam Test Library" within the Administration Module. Selecting a category will display all exam tests that are found in that test category.



Click on the grey triangle to the left of the name of the appropriate test. This will display all data fields found within that test.

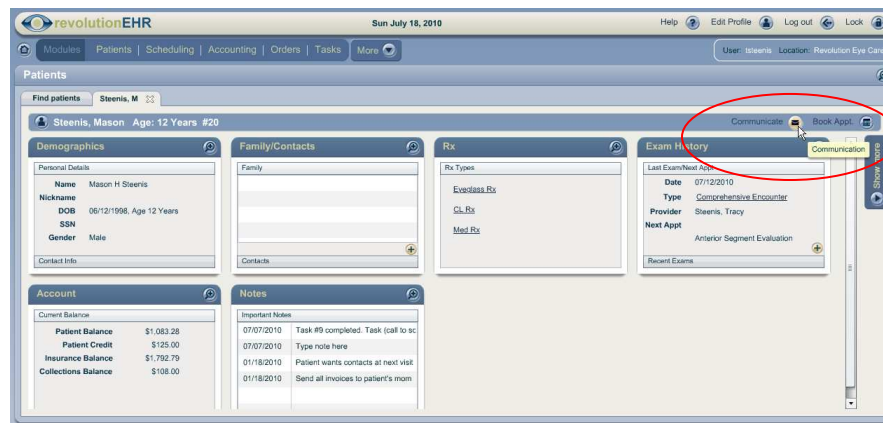




### 1.1.6 Generating a Patient Letter

Currently, patient letters are only able to be generated for a specific patient. Future enhancements will expand the use of patient letters to other areas within the application like the Marketing Module.

With the appropriate patient file open click "Communicate" from the patient's blue header bar. Because this button is located in the main header bar it is available regardless of what component is being accessed within that patient's file



Select the appropriate "Patient Letters" template from the drop down





Select the appropriate "Recipient"

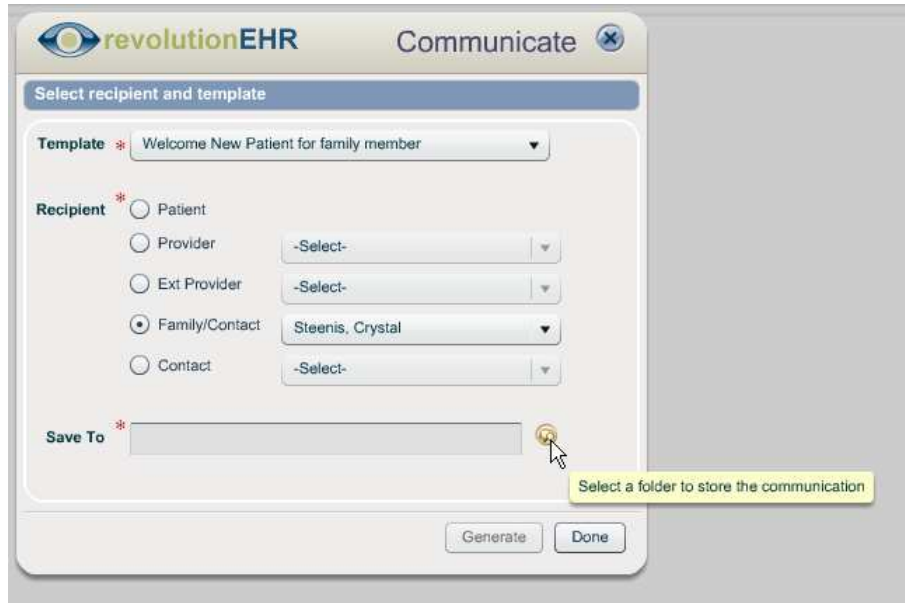
- **Patient** This would be the patient themselves
- **Provider** This drop down will include a list of internal providers for your practice
- **Ext Provider** This drop down will include your list of external providers from Administration/Vendors, Partners/External Providers
- **Family/Contact** This drop down will include a list of Family Members from the Patient's Family/Contact component
- **Contacts** This drop down will include a list of Contacts from the Patient's Family/Contact component



The screenshot shows the 'revolutionEHR' interface with a 'Communicate' window. The window title is 'Communicate'. Below the title bar is a section titled 'Select recipient and template'. Inside this section, there is a 'Template' dropdown menu with the selected value 'Welcome New Patient for family member'. Below the template is the 'Recipient' section, which contains five radio buttons: 'Patient', 'Provider', 'Ext Provider', 'Family/Contact', and 'Contact'. The 'Family/Contact' radio button is selected. To the right of the radio buttons are dropdown menus: '-Select-' for 'Provider', 'Ext Provider', and 'Contact', and 'Steenis, Crystal' for 'Family/Contact'. A red oval highlights the 'Family/Contact' radio button and its corresponding dropdown menu. At the bottom of the form is a 'Save To' field with a blue look-up button. Below the form are 'Generate' and 'Done' buttons.

A copy of this letter will be saved to the patient's file. A letter cannot be generated until a folder has been selected as the destination file for that letter.

Click the blue look up button for the "Save To" field. This will allow you to select from the folders that you have configured in "Documents and Images"



The "Communicate" dialog box in revolutionEHR allows users to select a recipient and template for a communication. The "Template" dropdown is set to "Welcome New Patient for family member". The "Recipient" section has radio buttons for "Patient", "Provider", "Ext Provider", "Family/Contact" (selected), and "Contact". Next to "Family/Contact" is a dropdown menu showing "Steenis, Crystal". Below the recipient selection is a "Save To" field with a folder selection icon. A tooltip points to this icon with the text "Select a folder to store the communication". At the bottom are "Generate" and "Done" buttons.

Note that in this example we have added a new sub folder to "Root" called "Letters" and have created two sub folders to the "Letters" folder as well. One for "Patient Letters" and a second for "Encounter Letters". These folders were not automatically added for your practice. It is your choice where you letters are to be stored, but some consideration should be made prior to generating any letters.



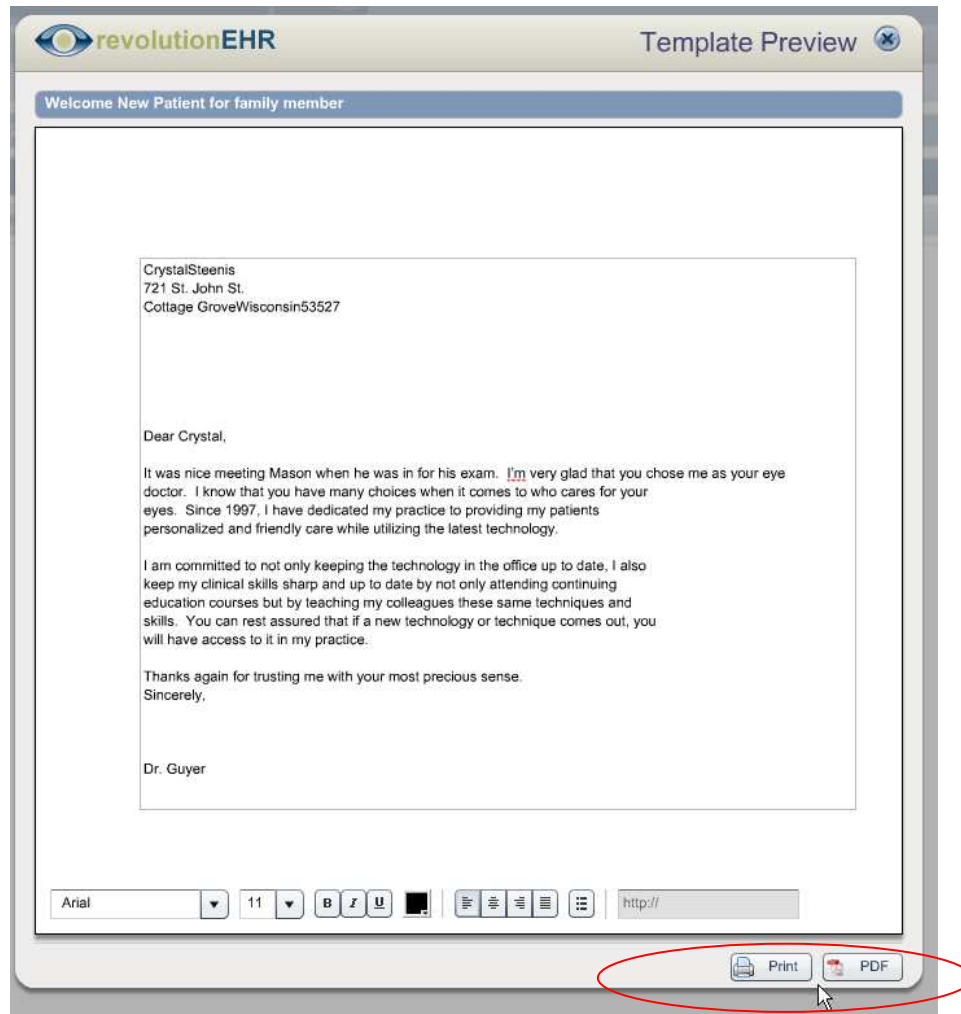
Click "Generate":



Once a letter is generated, the individual letter can be edited. Text within the body of the letter can be added, edited, or removed in the same method used to edit a word document.

The formatting of the letter can be edited using the same techniques described in section 1.1.2 of this document.

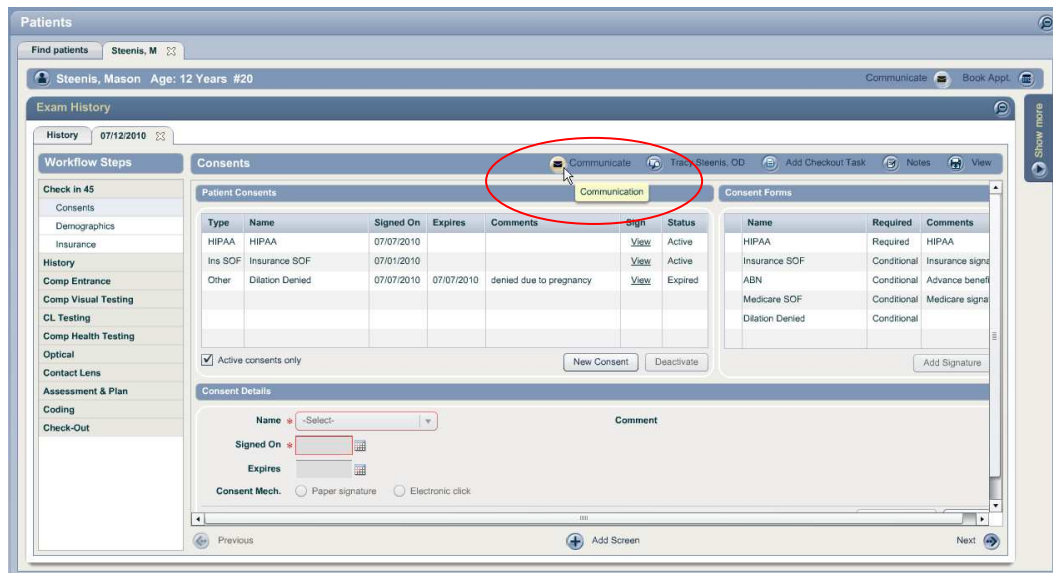
Once generated, a letter can be printed, or converted to a pdf file using the appropriate actions buttons located in the bottom right corner of the letter preview.



### 1.1.7 Generating an Encounter Summary

Encounter summary letters are only able to be generated for a specific encounter.

With the appropriate open click "Communicate" from the encounter header bar.



The screenshot shows the 'Patients' module for a patient named 'Steenis, M' (Age: 12 Years #20). The 'Exam History' tab is active, showing a list of 'Patient Consents'. A red circle highlights the 'Communicate' button in the top right corner of the 'Consents' section. Below the button, there is a 'Communication' dropdown menu. The 'Consent Forms' table on the right lists various forms like HIPAA, Insurance SOF, and ABN, with columns for Name, Required, and Comments. The 'Consent Details' section at the bottom allows for selecting a patient, signed on date, and expiration date, with options for 'Paper signature' or 'Electronic click'.

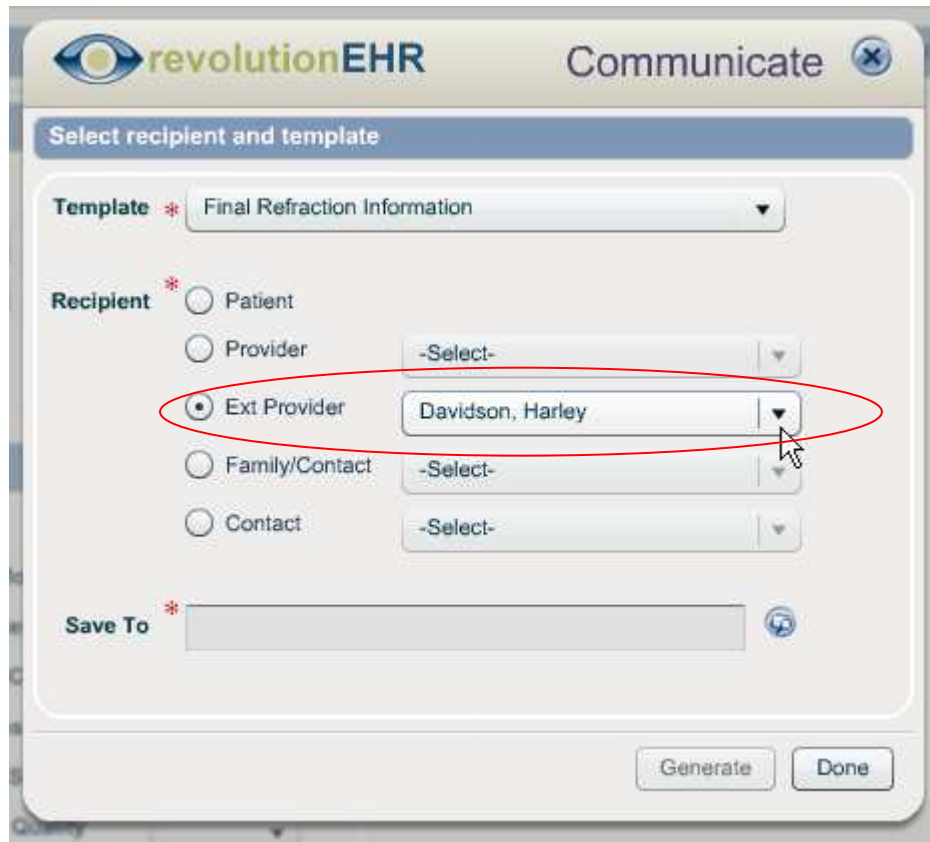
Select the appropriate "Encounter Summaries" template from the drop down



The screenshot shows the 'Communicate' dialog box. The 'Select recipient and template' section is active. The 'Template' dropdown is open, showing a list of templates: 'Encounter Template', 'Example', 'Final Refraction Information', 'General Exam Report', and 'Report To Teacher'. The 'Recipient' dropdown is also open, showing 'Family/Contact' and 'Contact'. The 'Save To' field is empty. The 'Generate' and 'Done' buttons are at the bottom right.

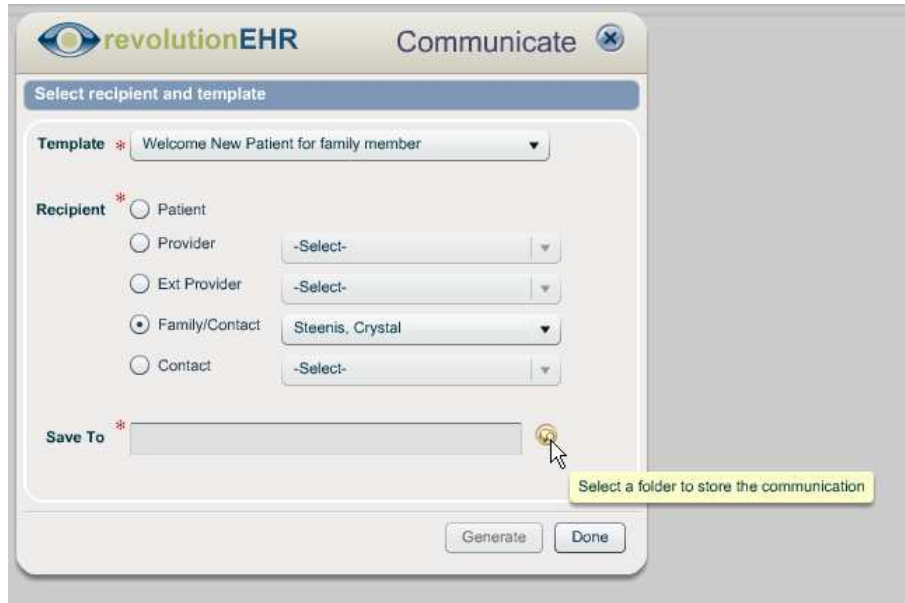
Select the appropriate "Recipient"

- **Patient** This would be the patient themselves
- **Provider** This drop down will include a list of internal providers for your practice
- **Ext Provider** This drop down will include your list of external providers from Administration/Vendors, Partners/External Providers
- **Family/Contact** This drop down will include a list of Family Members from the Patient's Family/Contact component
- **Contacts** This drop down will include a list of Contacts from the Patient's Family/Contact component



A copy of this letter will be saved to the patient's file. A letter cannot be generated until a folder has been selected as the destination file for that letter.

Click the blue look up button for the "Save To" field. This will allow you to select from the folders that you have configured in "Documents and Images"



The "Communicate" dialog box in revolutionEHR allows users to select a recipient and template for a communication. The "Template" dropdown is set to "Welcome New Patient for family member". The "Recipient" section has radio buttons for "Patient", "Provider", "Ext Provider", "Family/Contact" (selected), and "Contact". Next to "Family/Contact" is a dropdown menu showing "Steenis, Crystal". Below the recipient options is a "Save To" field with a folder selection icon. A tooltip points to this icon with the text "Select a folder to store the communication". At the bottom are "Generate" and "Done" buttons.

Note that we have added a new sub folder to "Root" called "Letters" and have created two sub folders to the "Letters" folder as well. One for "Patient Letters" and a second for "Encounter Letters". These folders were not automatically added for your practice. It is your choice where your letters are to be saved, but some consideration should be made prior to generating any letters.



Click "Generate":



Once a letter is generated, the individual letter can be edited. Text within the body of the letter can be added, edited, or removed in the same method used to edit a word document.

The formatting of the letter can be edited using the same techniques described in section 1.1.2 of this document.

Once generated, a letter can be printed, or converted to a pdf file recipient using the appropriate actions buttons located in the bottom right corner of the letter preview.





## 1.2 Spell Checker

A spell checker program was added to aid in the creation and use of letters. This program has been activated to incorporate spell checking through the application.

When a word is underlined in red it is an indication that the word has been spelled incorrectly. Right click on that word to view and select an alternative spelling.

The dictionary available for this particular spell checker program will be enhanced whenever possible. The current dictionary version is not able to

recognize words containing an apostrophe so for the time being those will show up with a red underline.

## **1.3 Scheduling**

### **1.3.1 Encounter sub categories**

The Scheduling Module has been enhanced to display the encounter sub-category in the horizontal view.

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## **2. Fixes**

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### **2.1 Accounting**

#### **2.1.1 Patient "Account" Component**

The default display of invoices in the patient's account component has been returned to "active"

### **2.2 Administration**

#### **2.3.1 Care plans**

A problem occurred in the last release that was causing newly added care plan items to show up multiple times in the Care Plan Item Library. This problem has been resolved.