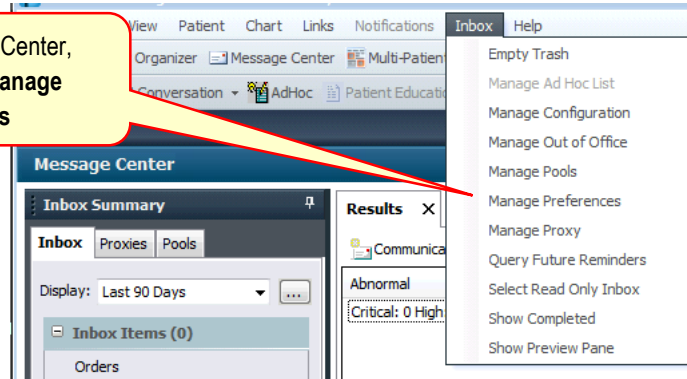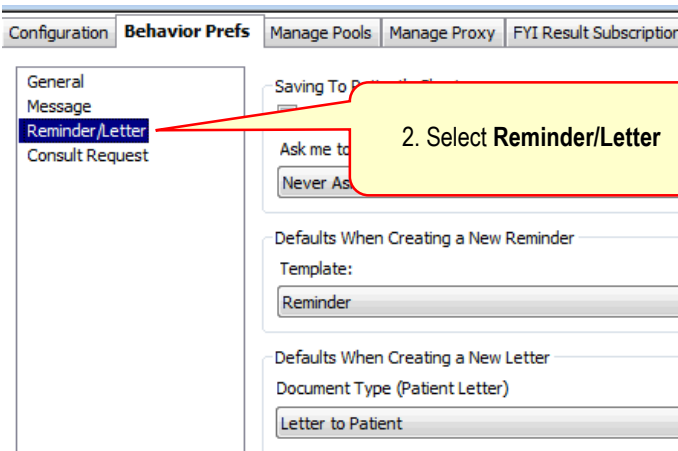# Customizing the Template of the Communicate Patient Letter
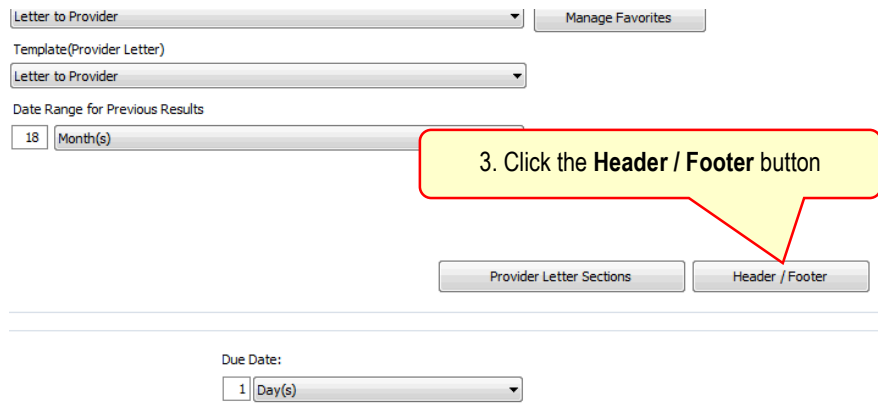

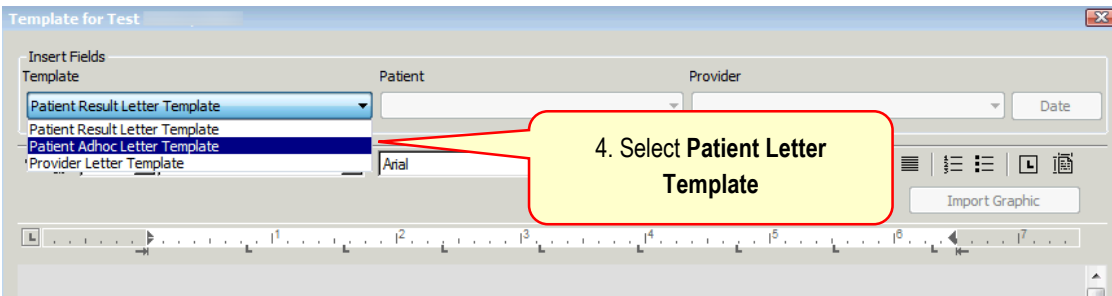1. From Message Center, select **Inbox > Manage Preferences**

2. Select **Reminder/Letter**

3. Click the **Header / Footer** button

4. Select **Patient Letter Template**
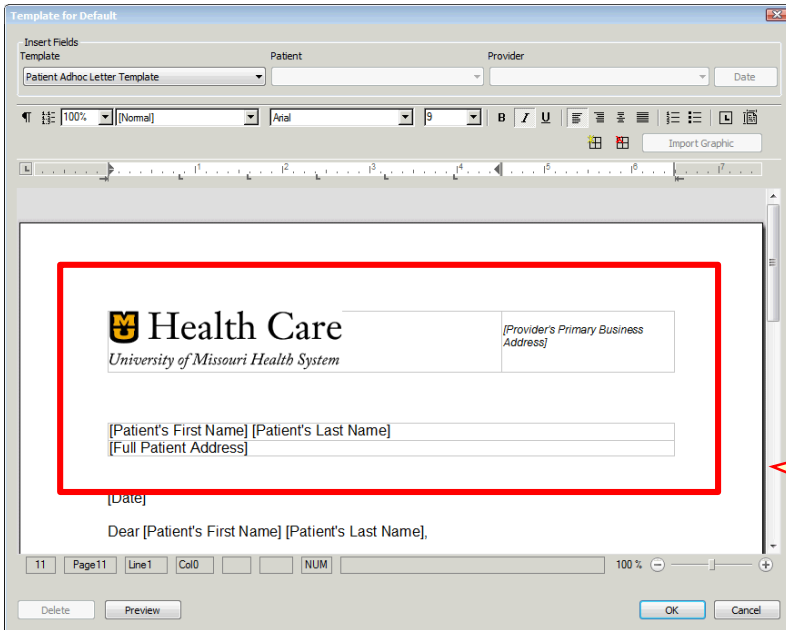
Important: This top portion of the letter has been spaced and formatted so when the letter is tri-folded, the Patient's Name and Address will be visible inside a window envelope for mailing
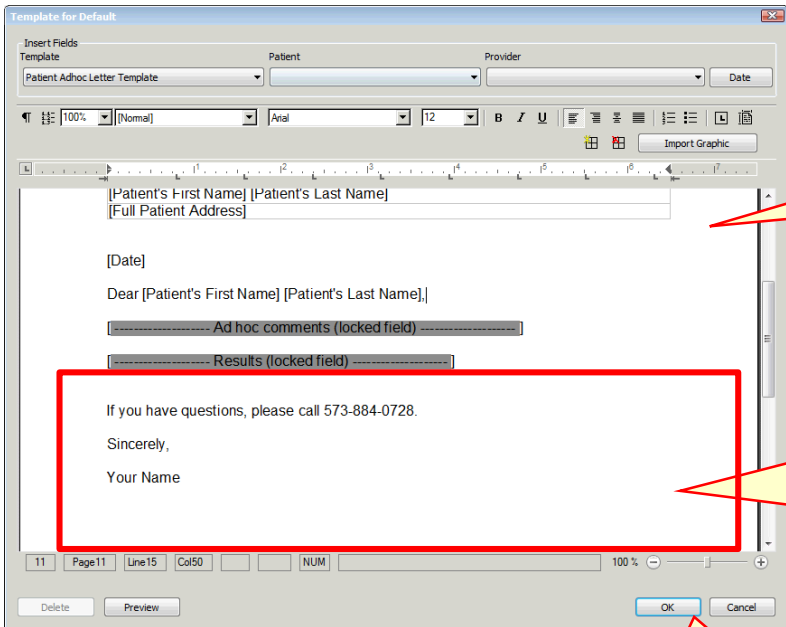
Modify within the window.

Scroll down under the shaded fields to add any information you want to include on every Patient Letter you send

The information in the red square has been added for demonstration purposes

When you have added your information, click the **OK** button

Provider Letter Sections   Header / Footer

Click the **OK** button on the *Preferences* window

OK   Cancel

Commit Progress

Settings saved successfully.

Then click the **OK** button on this window and **exit** the *Preferences* window in Message Center

OK

Communicate   Char

- Message
- Reminder
- Patient Letter
- Provider Letter

Letter Print Preview

Health Care
University of Missouri Health System

TURTLE ZTE ST
2401 LE MONE INDUSTRIAL BLVD
COLUM BIA MO 65201-8264

September 22, 2016

Dear TURTLE ZTE ST,

Please see your test results below.

Result Name	Current Result	
ABORh	A Positive	06/29/2016
Antibody Screen (Gel)	Negative	06/29/2016

If you have questions, please call 573-884-0728.

Sincerely,

Your Name

Cancel