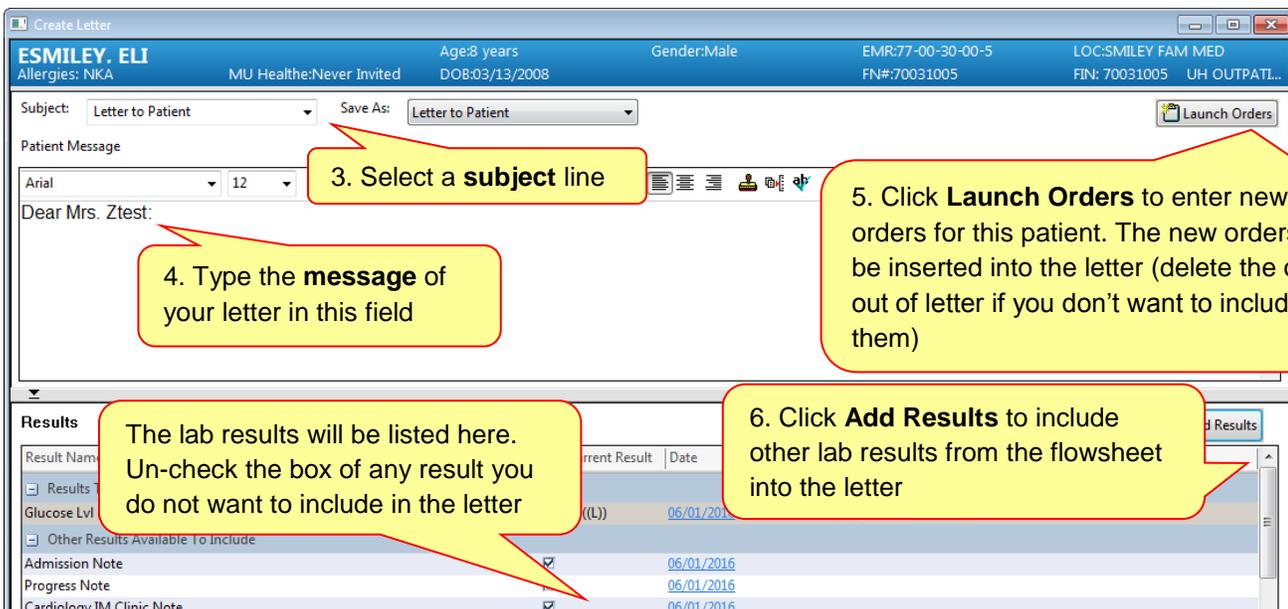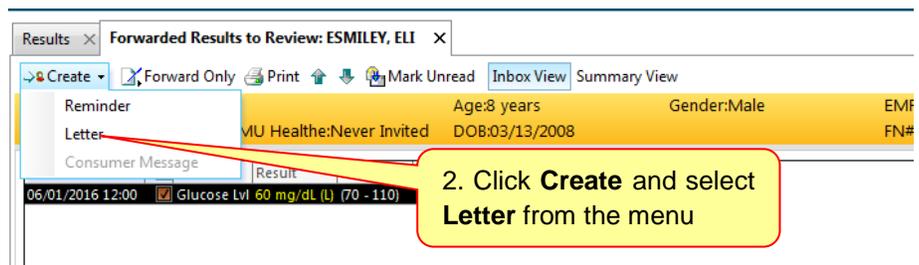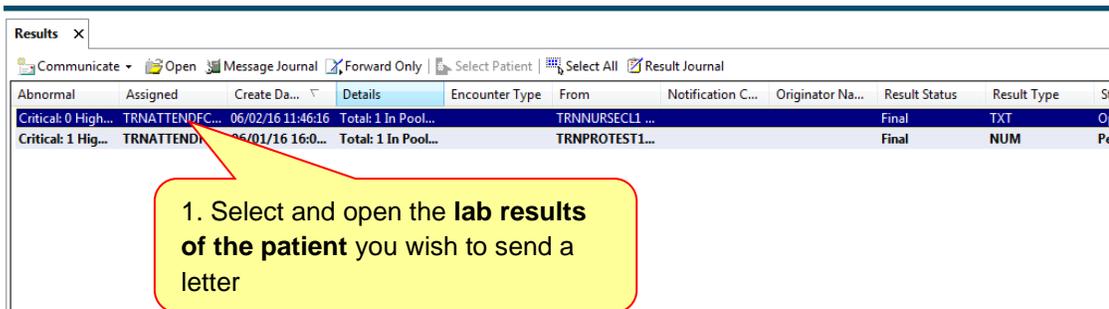# Creating a Patient Test Results Letter from the Message Center

NOTE: You will want to create this letter before you endorse the results. If you endorse first, you will get an error message.

This handout will show you how to:

- Create a Letter from the Results section in Message Center
- Access PowerOrders from the Letter
- Add additional Results to the letter
- Remove Results from inclusion in the letter
- Forward a Letter to someone
- Print or Preview the Letter

1. Select and open the **lab results of the patient** you wish to send a letter

2. Click **Create** and select **Letter** from the menu

3. Select a **subject** line

4. Type the **message** of your letter in this field

5. Click **Launch Orders** to enter new orders for this patient. The new orders will be inserted into the letter (delete the orders out of letter if you don't want to include them)

6. Click **Add Results** to include other lab results from the flowsheet into the letter

The lab results will be listed here. Un-check the box of any result you do not want to include in the letter

7. Decide if you want to print the letter now.....or not

Action Pane

○ Print Now   ○ Do Not Print Now

☑ Additional Forward Action: Review ▼   To: (Limit 5)   Miller DDS, C Bradley ✕

Comments: (Limit 255)

*Not Printed On Letter

8. To forward this letter, click to mark the Additional Forward Action. Then type the **last name** in the **To:** field (click on the **binoculars** or press **enter** for multiple match results)

OK   Cancel   Preview

10. Click OK to print or forward

Click the Preview button to review the letter before printing

Preview

University of Missouri Health Care
University of Missouri
Columbia, MO 65212

ELI ESMILEY
123 Main Street
Columbia MO 65202

June 02, 2016

Dear ELI ESMILEY,

Below are the results of your recent testing. For any questions please contact the above address

Dear Mrs. Ztest:

Result Name	Current Result	Previous Result	Normal Range
Glucose Lvl (mg/dL)	60 ((L)) 06/01/2016	150 ((H)) 06/01/2016	70 - 110
Admission Note	06/01/2016		
Progress Note	06/01/2016		
Cardiology IM Clinic Note	06/01/2016		
ECG Scanned	06/01/2016		
Polysomnography Report	06/01/2016		
Op/Procedure Note	06/01/2016		
XR Chest	06/01/2016		
Social Work Narrative	06/01/2016		
Social			

Cancel