The Letter Writer

How to use effectively to improve your communication.

Steven F. Hill, DO
Requesting a referral.

- The letter writer can be effectively used to generate letters to specialists requesting consultation.
  - Choose the specialist from rolodex.
  - Choose template.
  - Add exam, working diagnosis
  - Attach chart note.
  - Send letter.

***** Use Amazing Charts to demonstrate
This is a 45 year old man last seen by Dr. Chueh, MD. (No upcoming appointments found.)

Insurance: [Updated: 3/25/16]
COLUMBA Practice
Henry Chueh
123 Street
Suite 101
Providence, RI 02906
555-555-5555

John Smith, MD
123 Specialty Lane
Anytown, WA 98586

RE: John Doe DOB: 12/31/1970

Dear Dr. Smith,

I am writing to request your consultation on the above named patient. He was recently seen for hypertension and we discussed his need to be seen and to have a cardiac workup and stress test. I have attached his most recent office note and labs for your review.

Sincerely,

Henry, Chueh
Generating a consult note

- The letter writer can be used to generate a letter back to PCP’s to relay information.
  - Choose referring provider
  - Choose template
  - Add information from chart you wish to include.
  - Print letter/chart note.

- **** Use Amazing Charts to demonstrate
Print Encounters / Send Letter

Encounters for JOHN DOE (DOB: 12/31/1970 ID: 1006)

1. Select Note
   Date   Chief Complaint (CPT)
   03/25/16: fu from ER (Medium Complexity >)

2. Select Header for Printed Note
   - Detailed Note (without header)

Letter Writer
   - TO PATIENT
   - Consultants Only
   - Referring Providers Only
   - Other Only
   Parker, Peter (Family Practice)

This is a 45 year old man last seen by Dr. Chueh, MD. (No upcoming appointments found.)

Insurance: [Updated: 3/25/16]
<<Sender Practice Name>>
<<Sender Address>>
<<Sender Phone Number>>

<<Date>>

<<Recipient First Name>> <<Recipient Last Name>>
<<Recipient Address>>
<<Recipient Phone Number>>

RE: <<Patient First Name>> <<Patient Last Name>> <<Patient Birthdate>>

Dear <<Recipient First Name>> <<Recipient Last Name>>, 
COLUMBA Practice  
123 Street  
Suite 101  
Providence, RI 02906  
555-555-5555  

3/29/2016  

Peter Parker  
12345 Main St  
South Bend, WA 98586-  

RE: John Doe DOB: 12/31/1970  

Dear Dr. Parker,  

I am writing in reference to the above named patient referred to our practice as followup from the emergency dept. I have referred him to cardiology for a stress test and have renewed his current medications for hypertension. I have attached his current office note for your review.  

Sincerely,  

Henry Chueh, MD
Generating instructions for patients

2 methods –

- From within the chart use to generate instructions including plan, med lists, etc.
- From labs – generate a letter to tell patients change in meds, etc.

**** Use Amazing Charts to demonstrate.
**History of Present Illness**

- seen in ER with elevated bp - had been off medications due to non-compliance, restarted on aspirin, metoprolol and atorvastatin.

**Physical Exam**

<table>
<thead>
<tr>
<th>Date</th>
<th>Weight (lb)</th>
<th>Height (in)</th>
<th>Temp (°F)</th>
<th>BP</th>
<th>Pulse</th>
<th>RR</th>
<th>BMI</th>
<th>Sat% on O2</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/25/2016</td>
<td>240.0</td>
<td>72 in</td>
<td>98.6 F</td>
<td>130/70</td>
<td>60</td>
<td>20</td>
<td>32.5</td>
<td>93</td>
</tr>
</tbody>
</table>

**HEENT:** Normocephalic, atraumatic, PERL, EOMI, TMs- Normal without infection, Nares: Pink and moist without exudate, Throat: Pink and moist without exudate, Neck: Supple without masses or lymphadenopathy, H-RRR without murmur

Lungs: Clear to auscultation bilaterally without wheezes, rales, rhonchi.

**Medical History**

- Benign hypertension (I10):
- Heart disease (I11.9):
- Allergic rhinitis (J30.9):
- Hyperlipidemia (E78.5):

**Tobacco History**

- Former smoker and smoked > 100
- Pack Yrs: 14
- Yrs Quit: 16

**Family History**

- Breast cancer

**Allergies**

- penicillin, codeine

**Current Medications**

- aspirin 81 mg oral tablet, 1 daily
- atorvastatin 20 mg oral tablet, 1 tab at bedtime for high cholesterol, # 0.
- Added Current Meds: metoprolol succinate 50 mg oral tablet, extended release, 1 tab daily for heart disease and blood pressure, # 0.

**Plan**

- ADDED Current Meds: atorvastatin 20 mg oral tablet, 1 tab at bedtime for high cholesterol, # 0.
- ADDED Current Meds: metoprolol succinate 50 mg oral tablet, extended release, 1 tab daily for heart disease and blood pressure, # 0.
<<Sender Practice Name>>
<<Sender Address>>

<<Date>>

<<Recipient First Name>> <<Recipient Last Name>>
<<Recipient Address>>

<<Patient First Name>>,

Here is a summary of the plan discussed. Please contact us if you have any further questions or concerns.

Your current vital signs from this visit are:
<<Height>> <<Weight>> <<Blood Pressure>> <<Pulse>> <<Respiration Rate>> <<Temperature>> <<O2 Saturation>>

Your diagnoses include the following:
<<Assessment>>

Your current medication list is as follows:
<<Updated Meds List>>
<<Sender Practice Name>>
<<Sender Address>>

<<Date>>

<<Recipient First Name>> <<Recipient Last Name>>
<<Recipient Address>>

<<Patient First Name>>,

Sincerely,

Signature Appears Here
<<Sender First Name>> <<Sender Last Name>>, <<Sender Suffix>>
How are they stored in chart?

- Carefully stored in imported items under outgoing letters –
  - Advantage is that they are now stored as PDF and can be reprinted, transmitted, faxed, etc.
OUTBOUND LETTERS
Letter to Peter Parker (03/29/16)