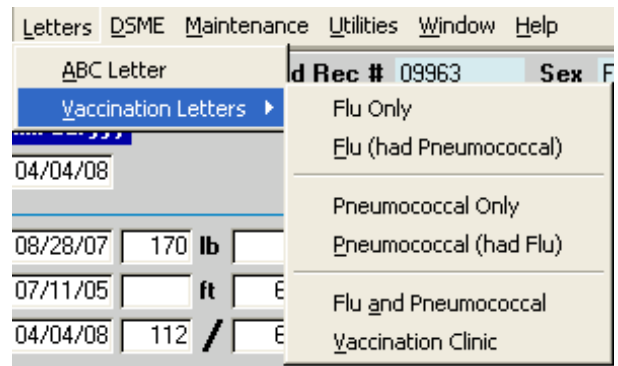


## D. Letters

Personal, individualized letters can be generated by going to the Letters menu option. Two types of customized letters are available: ABC and vaccination (immunization) letters.



### ***ABC and Vaccination Letters/Adjusting Margins for Letterhead***

**ABC LETTER** – An individualized patient letter that shows the patient's A1C, blood pressure, and LDL values compared with the current ADA clinical practice recommendations.

**VACCINATION LETTERS** – There are six types:

1. **Flu Only** – This customized letter is for patients who have not had the influenza vaccination during the current flu season regardless of the pneumococcal vaccination.
2. **Flu (had Pneumococcal)** – This customized letter is for patients who have not had the influenza vaccination during the current flu season but **who have** received the pneumococcal vaccination at any time in the past
3. **Pneumococcal Only** – This customized letter is for patients who are not known to have had the pneumococcal vaccination regardless of the influenza vaccination.
4. **Pneumococcal (had flu)** – This customized letter is for patients who are not known to have had the pneumococcal vaccination but **who have** had the influenza vaccination during the current flu season
5. **Flu and Pneumococcal** – This customized letter is for patients who have not had either a pneumococcal vaccination or the influenza vaccination during the current flu season.

**Helpful hint:** If your clinic wants to reach all patients who need both flu and pneumococcal immunization, this option will identify all patients.

6. **Vaccination Clinic** – This letter announces the date(s) and time(s) for vaccination clinics. It can be sent to patients who have not had a pneumococcal vaccine and/or the influenza vaccination during the current flu season.

**Helpful Hint/Editing Letters:** The format for both of these letters can be customized. Prior to utilizing the letters option, you may want to make edits to the letter. Directions for editing letter templates are explained under the Maintenance function. Headings are included with each immunization letter screen specifying the criteria for each patient list.

## Helpful Hint/Adjusting Margins for Clinic Letterhead:

1. Preview the desired letter.
2. Select the File menu from the top left corner of the computer screen.
3. Choose *Page Setup* which will allow you to change margins, page orientation (portrait vs. landscape), and/or columns.
  - On the Margins tab, adjust the values in the boxes for top, bottom, left, and/or right margins to suit your needs.
  - Click Okay. The margins will automatically adjust on the preview. The change in margin saves automatically when closing the letter.

