

WELFORD CHART NOTES NEWSLETTER

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@ALLREMINERS (User's Manual, pg. 1411)

Suppose you are closing a practice and want to send a letter to each of your active patients informing them of what tests they will be due for into the future. Let's see how this is done:

1. Press Write\New Note\Letter.
2. Specify no name for the patient. (Press **Cancel**).
3. For the name of the file, enter RULEREM.RTF
4. Create the basis for each letter that you plan on sending. Make sure you include the @AllReminders @function in the body of this document. It could look something like this:

@Date

Dear @Hon @LastName,

Here are the tests you will be due for in the future:
@AllReminders

Sincerely,

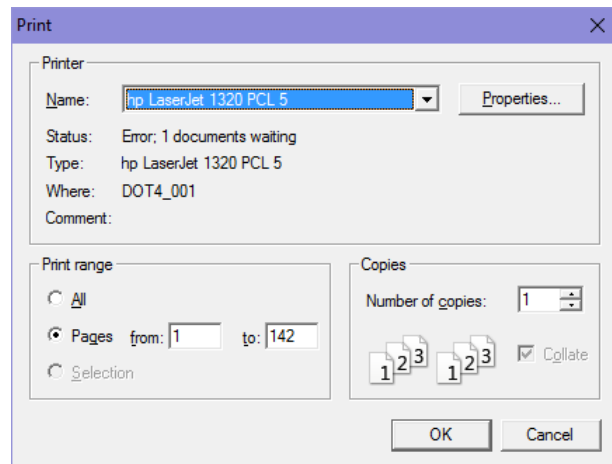
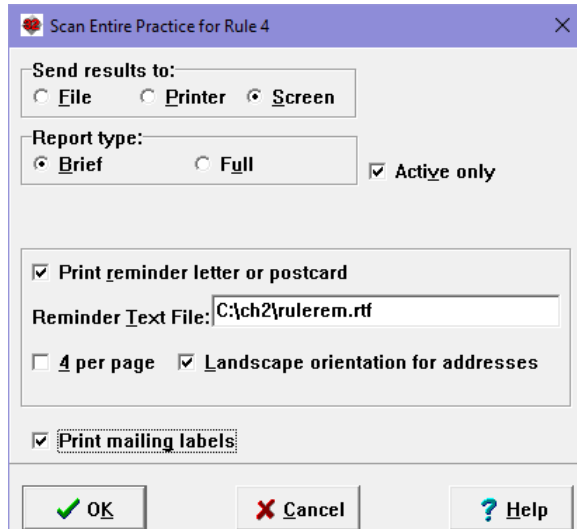
Dr. McFadden

5. Press <F10> to store RULEREM.RTF as a file on your hard drive.

Now, let's run the Rule Reminder Scan to generate the letters:

1. Press Libraries\Rule Reminders\Edit\Add.
2. For **Rule**, enter "active". This limits the letters to the list of patients who are active in your practice. (You can construct a more complicated Rule using all of the features available to you in the Rule Reminder System if you wish to).
3. You can leave the other fields blank, since you don't actually plan to use this to remind yourself about anything.
4. When asked if this rule means "ACTIVE", press **Yes**, meaning that you agree with the interpretation that the Parser has given to your Rule.
5. With this Rule highlighted in the Rule Reminder Editor, press **Scan**.
6. Note that you could check the **Active Only** box on this screen, but it really is redundant if you have set your Rule to read "active".

7. For **Send results to:**, you can send it simply to the **Screen**, but if you wish to keep a record of which patients received your letter, then either send it to a **File** or print it on your **Printer**.
8. For **Report Type** check **Brief**.
9. Check **Print reminder letter or postcard**.
10. For **Reminder Text File:**, enter the name of the file that you designated in step #3 above (presumably RULEREM.RTF, although you could use any filename you wish instead as long as it matches the file you saved in step #3 above).
11. If you wish to print mailing labels to apply to the envelopes that you plan to use for your letters, check **Print mailing labels**.
12. Press **OK**. You will then see the results of the scan on the screen if you chose **Screen**, or printed on your printer, or sent to a file.
13. After running the scan, you will see a screen which reads "Preparing to print Rule Reminder Letters". When it is complete, it will prompt you to specify which printer to send the letters to. Choose the printer and press **OK**.
14. If you checked **Print mailing labels**, you will then be prompted to specify the height, width, margins, and font for the mailing labels. Press **OK** when you are finished.
15. You are then asked if your mailing labels are now loaded into your printer. Press **OK** to print the labels. You are then asked to specify the printer you wish to use.



And that's all there is to it! You can certainly make the letter template more complicated to suit your needs. For example, you may wish to inform your patients of another physician who will be taking over your practice, or how they can obtain a copy of their records.

APRIL UPDATE RELEASED

This month we are releasing the April, 2017 Quarterly Update. The update includes new medications, diagnostic terms, drug interactions, drug dosing information, spelling words, drug-disease Alerts, Web Links, algorithms, medication test reminders, cross-reacting allergies, indications, and dozens of new patient education brochures. This update has over 14,000 drug interactions with over 3300 references, over 12,500 Alerts, nearly 10,000 Web Links, over 8400 Indications, over 137,000 spelling words and over 1900 Brochures, including new or revised Brochures on aortic stenosis, atopic dermatitis, diabetes mellitus, myasthenia gravis, ovarian cancer, pituitary tumors, sarcoma, tuberculosis, von Willebrand disease, ciprofloxacin-fluocinonide, crisaborole, eteplirsen, lixisenatide, olaratumab, prasterone, rucaparib, and others.

SEND US YOUR TIPS

If you have tips, shortcuts, questions, or suggestions for future newsletter topics, please send them to us at:

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