
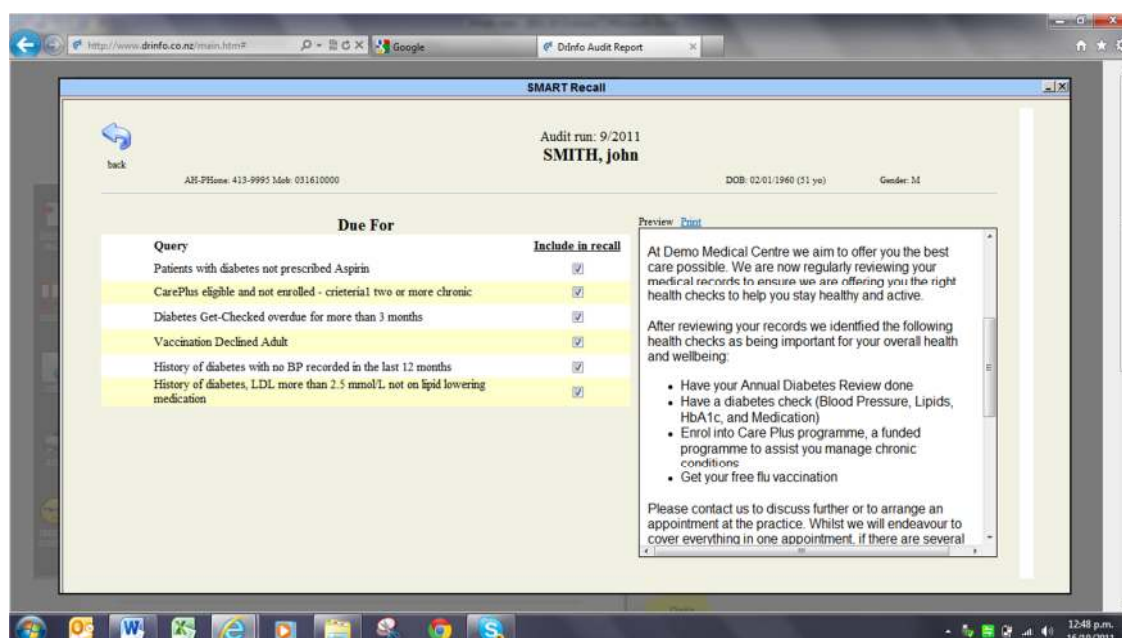


## How do I view and edit individual SMART RECALL™ letters?

If you want to view an individual patient letter, rather than a whole mail merge batch, you can do so by clicking the ‘Due for’ icon:


Icon	Description
	Now by clicking on the ‘Due for icon’ you can view not only the list of due for items (i.e. queries where the patient name appears in the DRINFO audit report) but you can also view the letter that could be automatically sent to the patient. If you do not want to include any items in the letter, just un-tick the items from the ‘Due for’ list and the letter will refresh to remove them from the bullet point list.

You can also remove any of the bullet points listed from individual patient letters by un-ticking “include in letter”:



## Can I print the SMART RECALL letters on our practice printer?

**YES** you can print individual patient letters in the practice from the screen above.

	<p>Click on <b>PRINT</b> just above the preview of the letter.</p> <p>NB: Only if sending electronically via the ePOST icon will a copy of the letter be sent electronically to the patient PMS record.</p> <p>If you are printing the letter at the practice, no electronic copy of the letter will be viewable in the PMS.</p>
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