

How do I send ePost™ single recall letters?



Topic	Image	Notes
Select patient list		Open the list of patients
Select individual patients		Tick 'post' for patients you want to ePost™ a letter to
Merge the selected names with the letter template		Click on ePOST™ To merge the names with the letter template
View the letters		Click on to view each letter
ePost		Click ePost™ to post selected letters
By 12 noon – NZ Post same day After 12 noon – NZ Post next day	Copy sent to PMS inbox	As long as a provider called DRINFO is set up, an electronic copy of the letter will be sent to the patients inbox