LETTERHEAD SETUP
HOSPITAL INFORMATION SYSTEM (HIS)
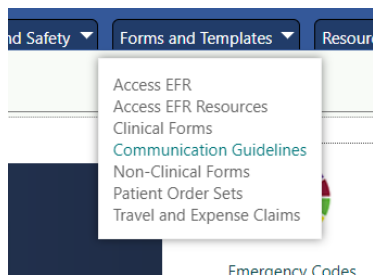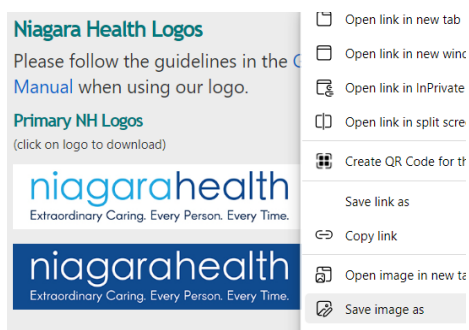
AMBULATORY CLINICIANS

How to do a one-time setup to include a customized letterhead and NH logo for patient and provider letters.

Step One: Downloading NH Logo to your PC

1. On SourceNet, navigate to the *Forms and Templates* drop down menu, and select *Communication Guidelines*.

2. Scroll down to the Niagara Health Logos, and right click on one of the primary logos.

Select *Save Image As* to download the logo to any desired location on your PC, which can be selected on the left-hand side of the pop-up window.

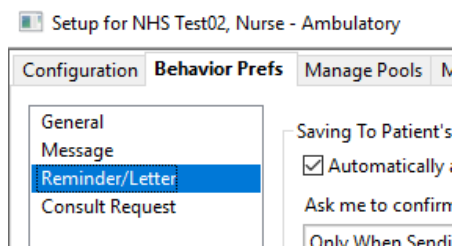> **Optional: Rename the file "NH Logo" or a title or your choice for easier retrieval.**

Click *Save.*
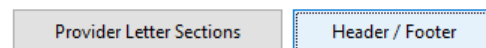
Step Two: Setting up Letterhead in PowerChart

1. From Message Centre, select *Inbox* and click *Manage Configuration* from the drop-down menu.
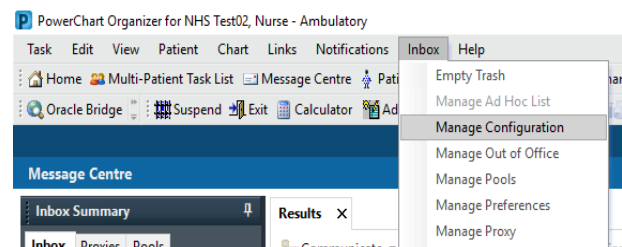
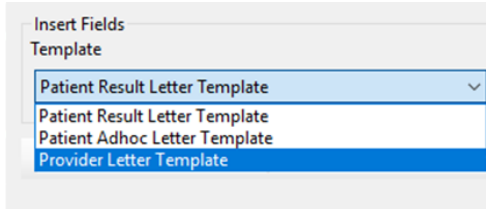2. Select the *Behaviour Preferences* Tab, then click on *Reminder/Letter.*

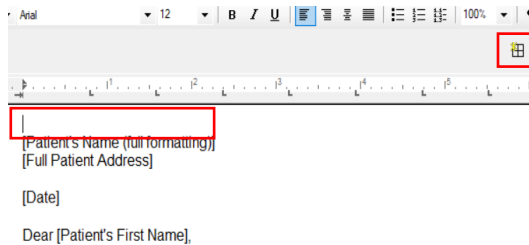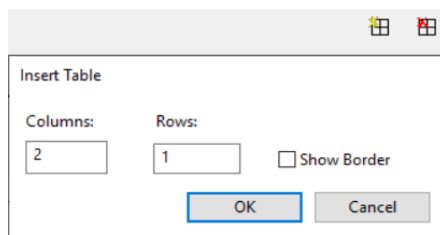3. Click on the *Header/Footer* button on the bottom right of the window.

4. Verify that the template is set to the desired letter type.

5. Place your cursor directly above the *Patient's Name* field, then select the *Add Columns* icon.

6. Ensure that *Columns* is set to *2*, and *Rows* is set to *1*. Click *OK*.

7. Ensure that your cursor is in the column of your choice. Select *Import Graphic* under the options bar. This will open the File Explorer window.
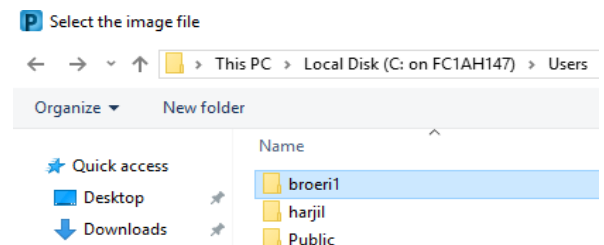
8. Click on *This PC* on the right menu, then select Permit all access when the security pop-up window appears.
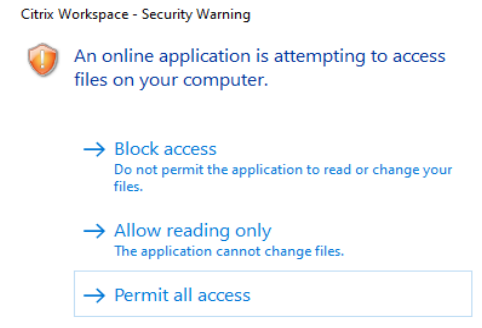
9. Next select *This PC* from the right-hand menu. Double-click on *Local Disk* under *Disks and Drives.*
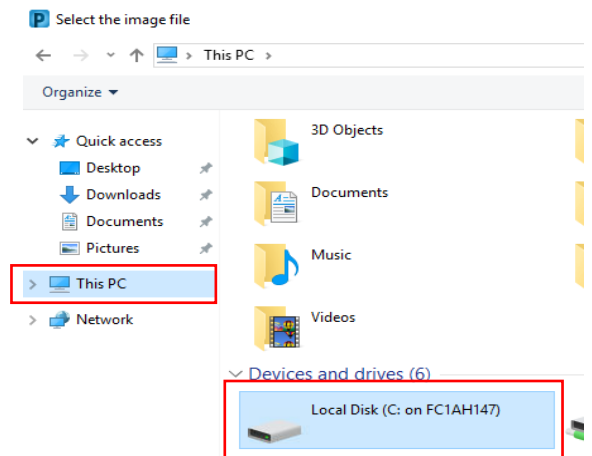
10. Double-click on *Users.*
11. Double click on your username.

12. Select or search for the file name. If you did not manually rename the logo, search for "NiagaraHealth_Primary".

13. Double-click on the file then click *Open.*

14. The template will appear like this. For patient letters, you may choose to include credentials or additional information in the second column.

[Patient's Name (full formatting)]
[Full Patient Address]

[Date]

Dear [Patient's First Name],

Below are the results of your recent testing. For any questions please contact the office.

[-------------------- Ad hoc comments (locked field) --------------------]

[-------------------- Results (locked field) --------------------]

Sincerely,
[Ordering Physician's First Name] [Ordering Physician's Last Name] [Ordering Physician's Credentials]

15. To preview your letter, click on the *Preview* button on the lower left corner of the