

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.

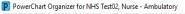
Optional: Rename the file "NH Logo" or a title or your choice for easier retrieval.

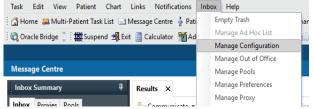
Click Save.

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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*.

Setup for N	HS Test02, Nurse ·	· Ambulatory		
Configuration Behavior Pref		Manage Pools		
General Message Reminder/Le		Saving To Patient's		
Consult Requ		Ask me to confirm		

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





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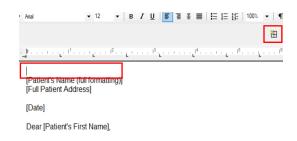


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4. Verify that the template is set to the desired letter type.

Patient Result Lette	er Template	
Patient Result Lette	r Template	
Patient Result Lette Patient Adhoc Lett		

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*.

				钿	
Insert Table					
Columns: 2	Rows:		□ SI	how Border	
		ОК		Cancel	

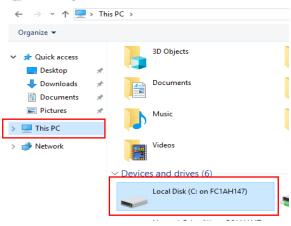
 Ensure that your cursor is in the column of your choice. Select *Import Graphic* under the options bar. This will open the File Explorer window.

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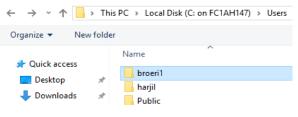
8. Click on *This PC* on the right menu, then select Permit all access when the security pop-up window appears.

Citrix Workspace - Security Warning		
V	An online application is attempting to access files on your computer.	
	→ Block access Do not permit the application to read or change your files.	
	→ Allow reading only The application cannot change files.	
	\rightarrow Permit all access	

9. Next select *This PC* from the right-hand menu. Double-click on *Local Disk* under *Disks and Drives*.
P Select the image file



- 10. Double-click on Users.
- 11. Double click on your username.
- Select the image file







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- 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.

niagarahealth Extraordinary Caring. Every Person. Every Time.

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

[Date]

Dear [Patient's First Name],

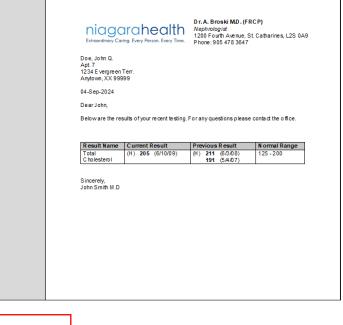
Below are the results of your recent testing. For any questions please contact the office.

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

Sincerely,

[Ordering Physician's First Name] [Ordering Physician's Last Name] [Ordering Physician's Credentick]

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



Preview

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