

Batch Printing of Referral Letters in AI

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Introduction

Some clinicians prefer to save referral letters in a central location for processing at the end of the day instead of printing them at the time of creation. This is especially useful when referral letters are created from the examination room. This document describes how to set up a batch printing system.

Overview


The Communications Center in AI allows you to save your letters to a disk file. Each letter, once created, is saved to a central location. At the end of the day, all of these letters may be brought into a word processing software such as Microsoft Word, previewed, and printed.

Setting Up a Central Location

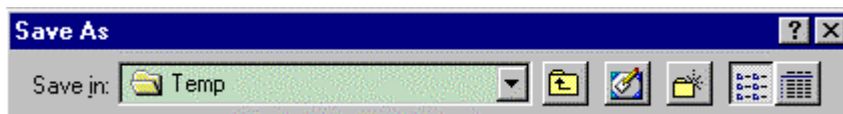
Your network vendor will need to create a new folder on the network drive to hold the letters. Next, it is wise to map a drive letter (such as "L" for Letter) directly to this folder. This process must be completed on each workstation individually. Creating this drive mapping will reduce the number of operations required to locate the destination folder when you save the letter.

Creating and Saving the Letter

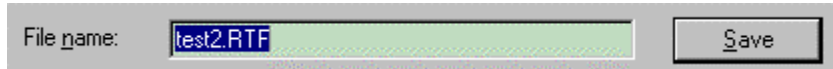
Open the Communications Center and create the letter as you normally would. You can then archive the letter to the medical record if desired. Now, you have a choice: you can either spell check the letter now, before saving to disk, or have your staff spell check the letter at the end of the day. The first option is preferable, since AI comes with a medical dictionary. However, this depends on your situation and the time involved to spell check the letter.

Click the Save  button.

Navigate to the mapped folder in the Save As window:



In the same window, enter the file name (we recommend using the name of the client) and click the Save button.



Repeat this procedure for each letter.

Note: *since these files are saved in RTF format, you must select files of type “Rich Text Format” or “All Files” in order to see the files saved earlier through AI.*

Printing the Letters

At the end of the day, open up a word processor (such as Microsoft Word) on the appropriate workstation. Click the Open button or choose File|Open. Navigate to the mapped letter folder and select all letters by clicking on the first file, and, while holding down on the Shift key, click on the last file. Click the Open button. All of the letters will now be open in the word processor.

Spell check the letter (if necessary), and print it. Close the window for that particular document. The next letter will now be displayed. Continue until all letters are printed. Once you are certain that all of the letters have printed correctly, you should now delete all of the letters in the mapped folder so that it is ready for the following day. This can be accomplished through Windows Explorer. Consult Windows on-line help for information on how to delete files.