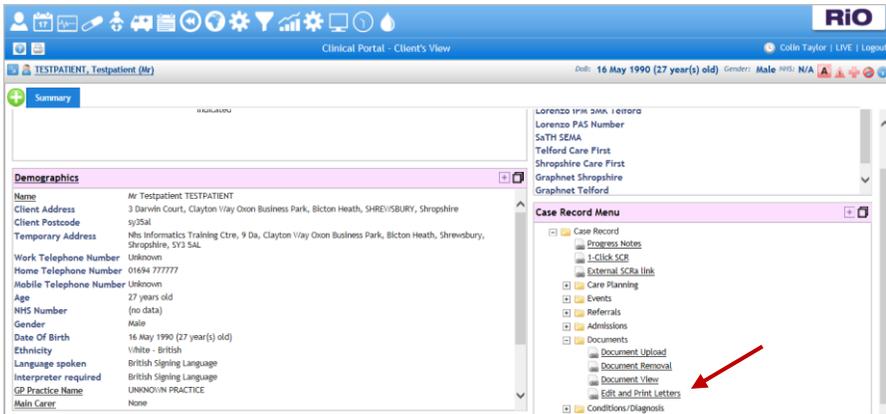


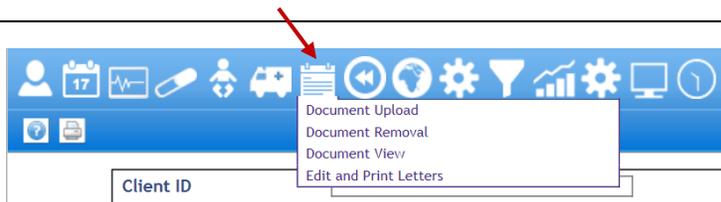
RiO – Saving Letters using DropZone

When you edit a letter you will need to use RiO's 'DropZone' feature in order to save a copy of the letter to the patient's record.

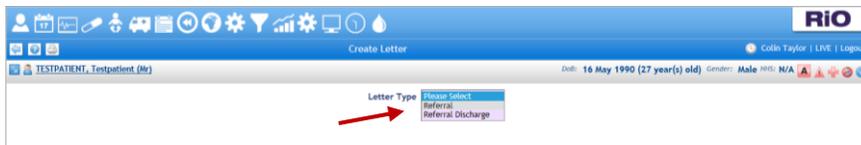


Go to the patient's **Clinical Portal**

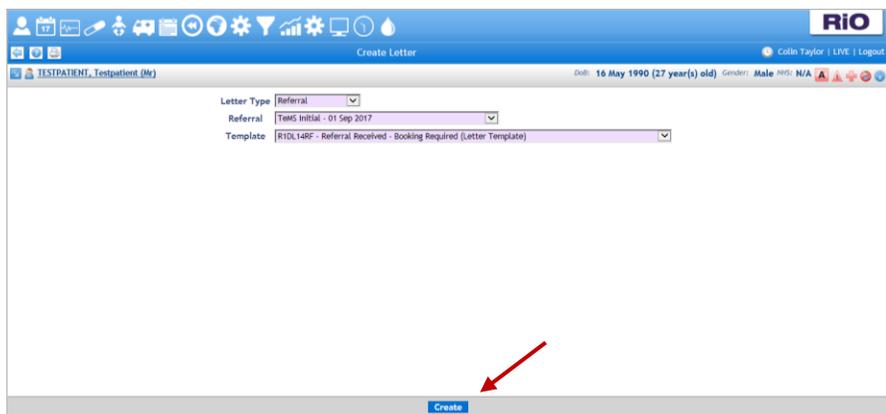
From the **Case Record Menu** panel, click **Documents** and then click **Edit and Print Letters**



You can also see Document functionality by clicking the **Clinical Documents** icon 

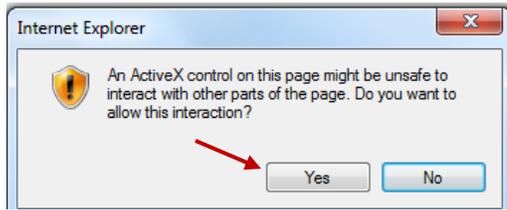


In the **Create Letter** screen select your **Letter Type**

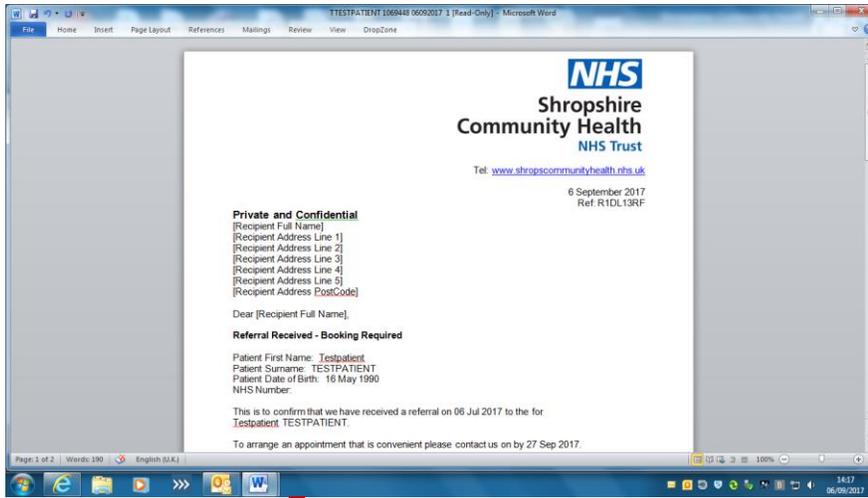


Make selections as appropriate in the **Referral** and **Template** fields

Click **Create**

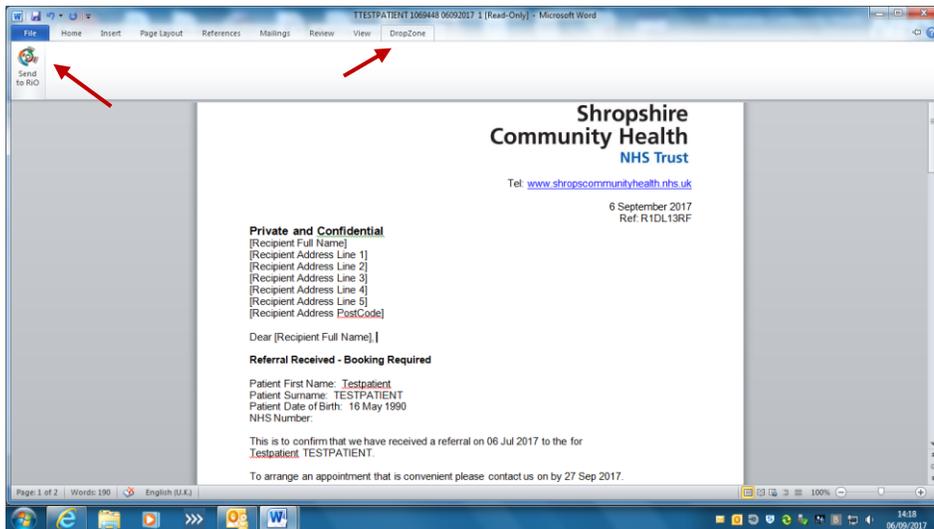


If a warning message concerning ActiveX appears, click **Yes**

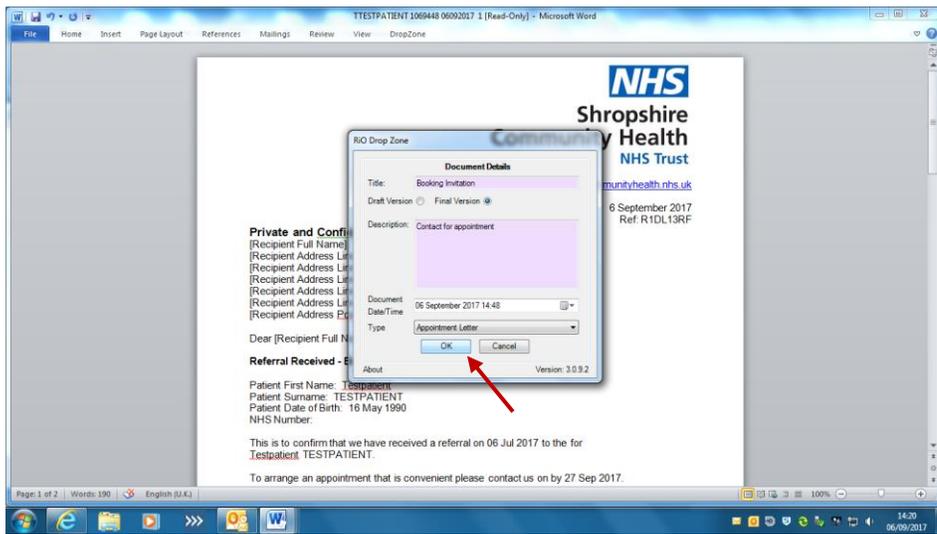


Clicking the **Word** icon  at the foot of the screen will display your letter, which you can edit as required.

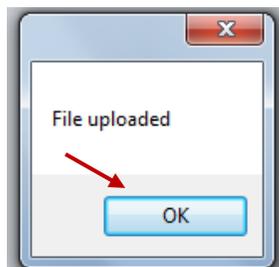
Print your letter.



After printing your letter, to ensure a copy of the letter is saved to the patient's record, click **DropZone** (in the banner at the top of the screen) and then click **Send to RiO**

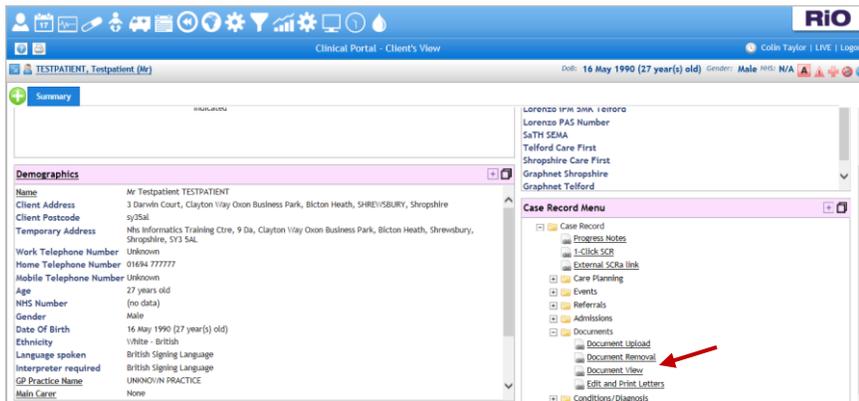


Complete fields as appropriate in the **Document Details** box and click **OK**

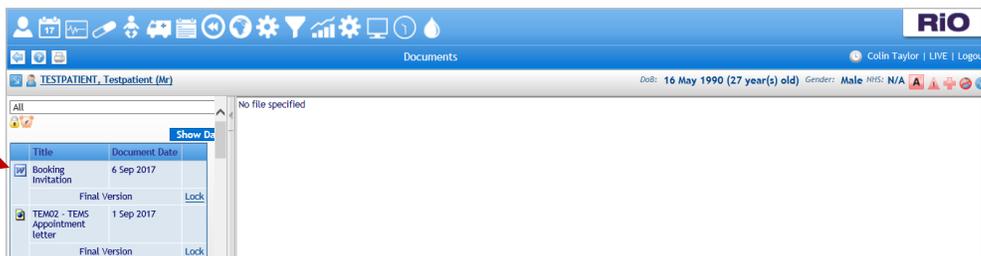


A pop-up box will appear, confirming that your letter has been uploaded to RIO

Click **OK** and close the screen



If you wish to view the letter again, from the **Case Record Menu** panel, click **Documents** and then click **Document View**



Click the **Word** icon

