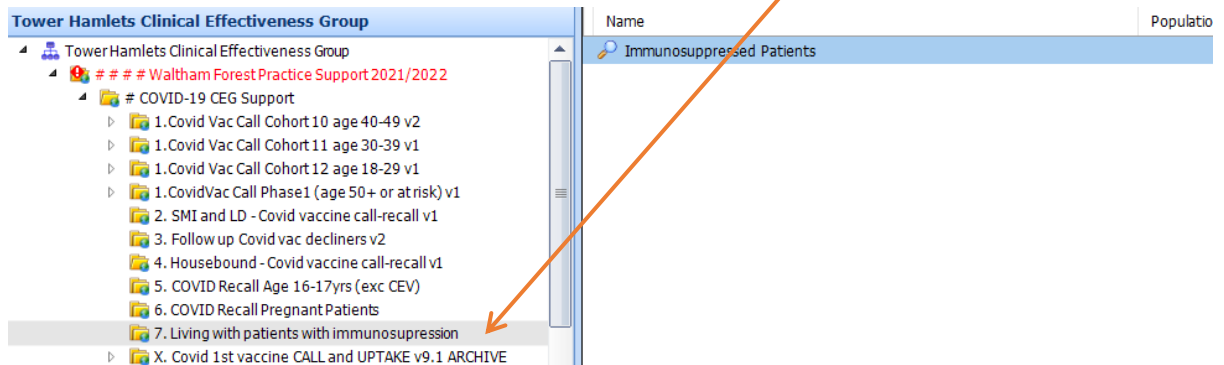


EMIS Web: How to mail merge and bulk add the letter to patient records

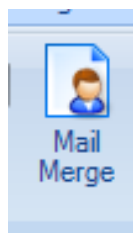


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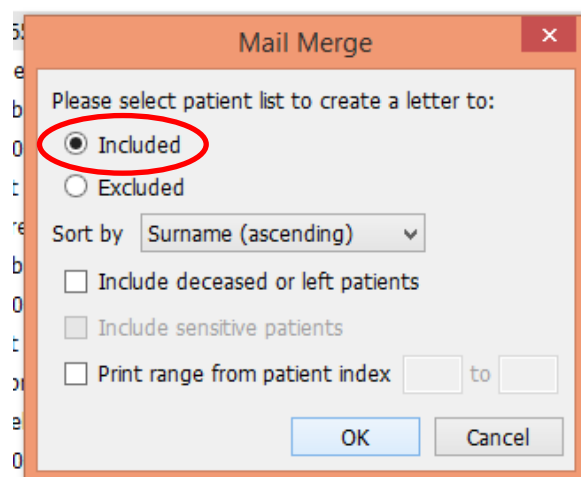
1. Go to your locality CEG domain and copy over the new **'Living with patients with immunosuppression'** folder. Then run the search.



2. Once the search has run, click on the **'Mail Merge'** button along the top ribbon:



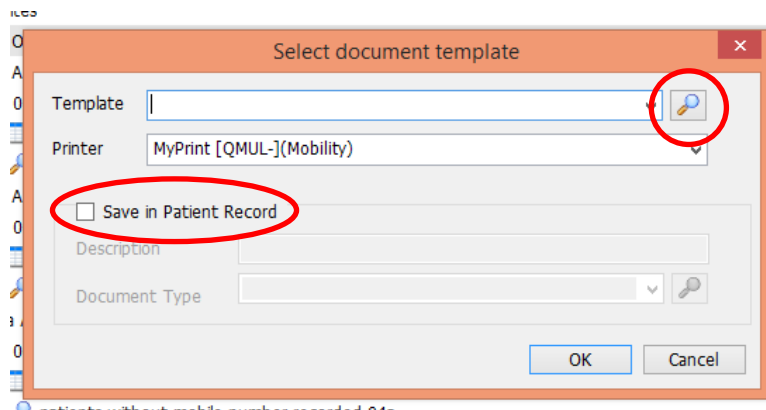
3. For this search, select **'Included'** and then **'ok'**:



4. The next box prompts you to look for your letter.

Click on the magnifying glass and search for the document '**Household of immunosuppressed**'.

Click '**Save in Patient Record**' then fill out the description, then press '**ok**' to generate.



If you need further assistance, please don't hesitate to contact your CEG primary care support team:

Lacey Fitzgerald
Primary Care Support Officer
l.fitzgerald@qmul.ac.uk

or

Tracey Gibbons
Primary Care Support Officer
t.gibbons@qmul.ac.uk