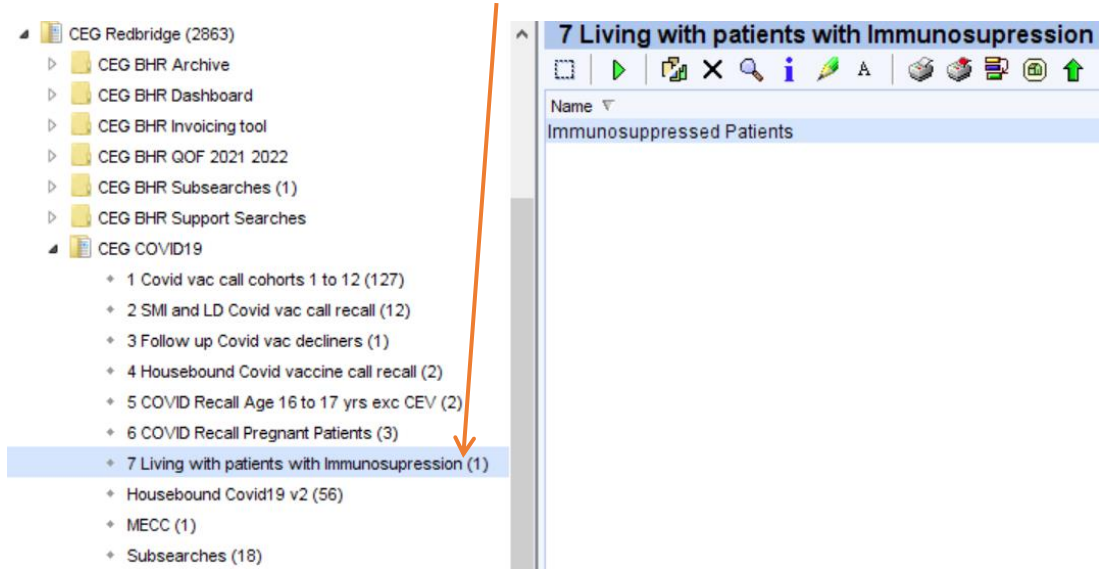


SystemOne: How to mail merge and bulk add the letter to patient records

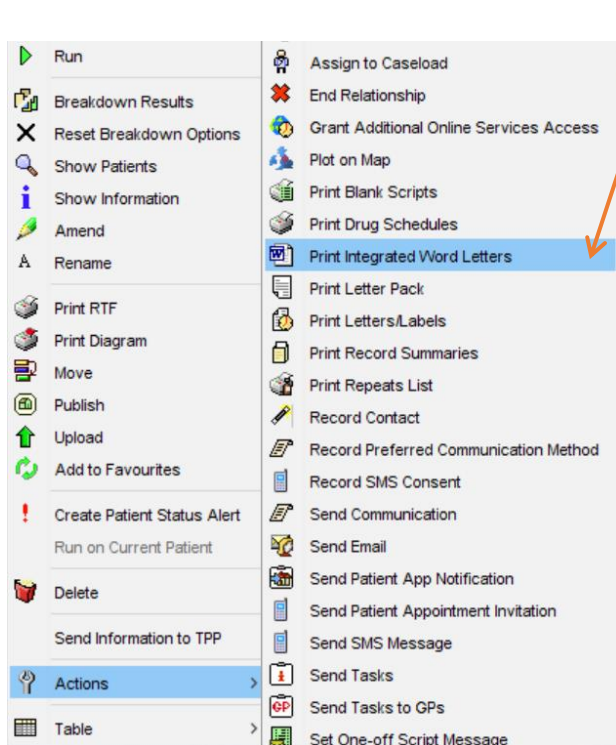


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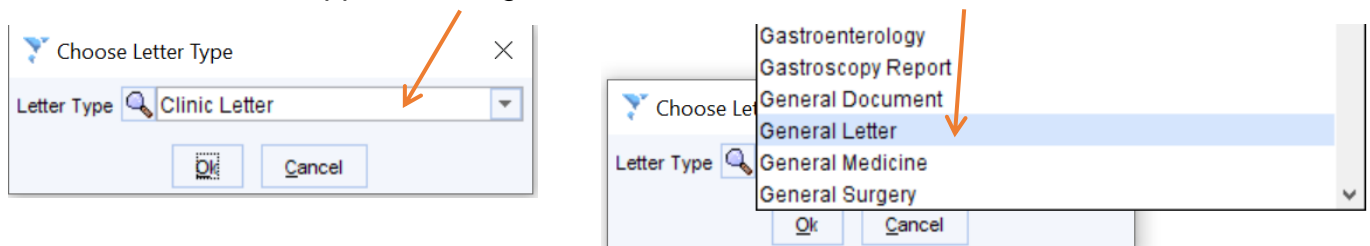
1. Run the search '7 Living with patients with Immunosuppression':



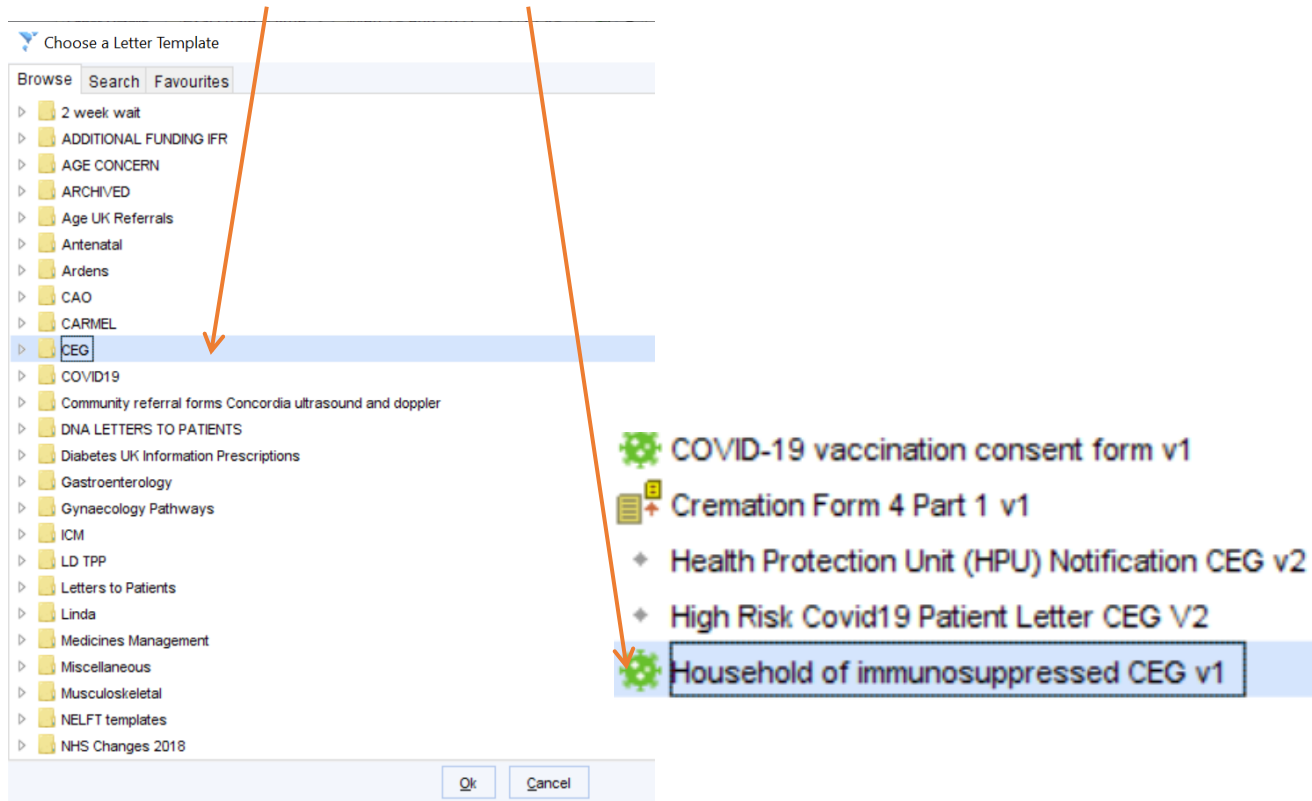
2. Right click, select 'Actions', then 'Print Integrated Word Letters':



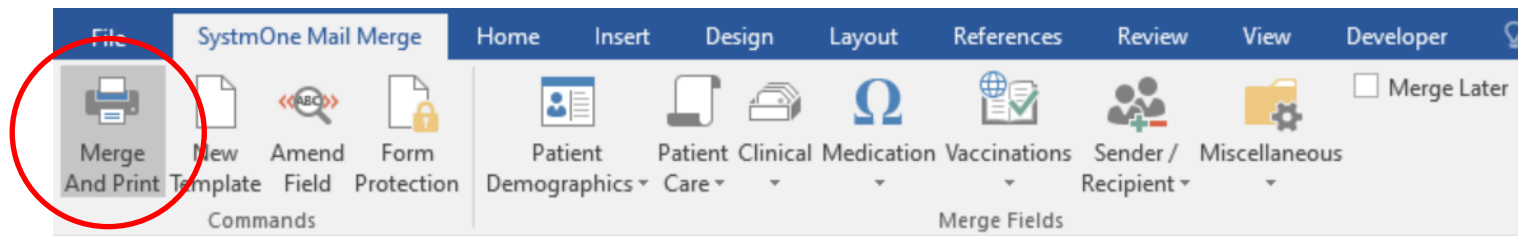
3. The below box will appear. Change the selection to 'General letter':



4. Select the **CEG** folder and the 'Household of immunosuppressed' letter.



5. Once you have selected the letter, it will open. Click '**Merge and Print**'. It will print and save to the patient's record.



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

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or

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