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



Clinical Effectiveness Group Queen Mary University of London

## 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':

🍸 Choose Letter Type	×		Gastroenterology Gastroscopy Report	
Letter Type 🔍 Clinic Letter	-	Y Choose Let	General Document	
			General Letter 🛛 🧡	
Ok Cancel		Letter Type 🔍	General Medicine	
			General Surgery	~
			<u>O</u> k <u>C</u> ancel	

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.

	File	Systm	One Mail	Merge	Home	Insert	De	sign	Layout	References	Review	View	Developer 🛛 🖓
(			<u> ((</u>		2				Ω	₽7		-	Merge Later
	Merge	New	Amend	Form	Patie	nt	Patient	Clinical	Medication	Vaccinations	Sender /	Miscellaneous	
$\mathbf{\Lambda}$	And Print	emplate	Field	Protection	Demogra	phics 🔻	Care ▼	*	~	-	Recipient *	<b>~</b>	
Commands					Merge Fields								

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

Lacey Fitzgerald Primary Care Support Officer <u>Lfitzgerald@gmul.ac.uk</u>

or

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