

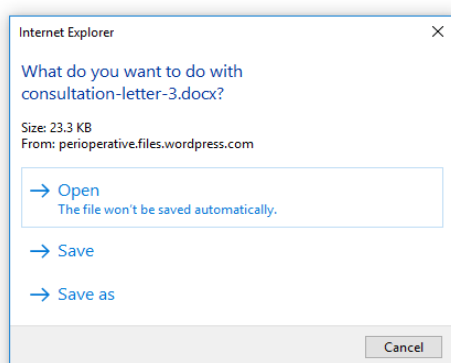
## Instructions for Perioperative Letters

(To use the outlook email function, log in to hospital computers with your user name and password, as a generic log in will not work. Letter templates sent without Outlook can be used on any computer.)

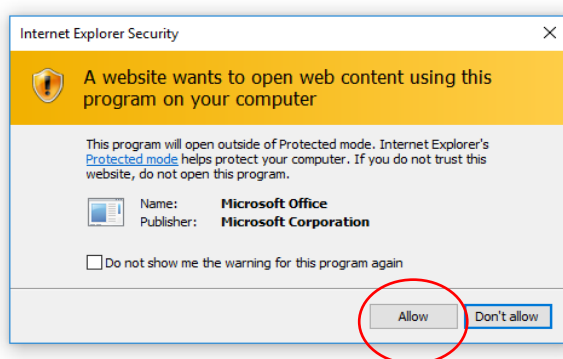
1. CLICK on the perioperative talk icon. This is located on all clinic computer desktops. If you do not have an icon on there go to [www.perioptalk.org](http://www.perioptalk.org). (see icon above right)
2. Go to Main Menu on the Left Hand side of your screen.
3. Click on - The Clinic / The Clinic– Perioperative Letters.

- Consultation Letter
- General Perioperative Letter
- Abnormal Results Letter

4. Here you will have the choice of 3 letters:-
5. Click on the letter you want, once you have done this the below screen will appear. Click (once) on Open.



Then click on Allow (once).



6. You will now need to edit your letter by either clicking on:-  
View  
Edit Document  
**OR**  
(Click on) Enable Editing.



7. You will now be able to click through the letter filling in all of the areas which are **highlighted in light blue**.
8. The 1<sup>st</sup> field is the consultation date. Once clicked, this has a drop down arrow on the right hand side which will automatically bring up a calendar.



**Consultation Date**

Dear Dr **Doctor**

**Re:** **Patient Name**

**DOB:** **DOB**

**Patient ID:** **MRN**

Thank you for referring **Patient Name** to the perioperative clinic.

**Planned Procedure:** **Procedure**

**Diagnoses:**

1.

**Medications/Allergies:**

•

**History and Examination findings:**

•

|

**Identified Perioperative Issues:**

1.

**Plan and Requested Actions:**

1.

Yours Sincerely

**Name**

**Title**

9. Once you have completed your letter SAVE it to either downloads or desktop.
10. Click on the link provided on the clinic page on the website

***[HNELHD-JHHPeriop@health.nsw.gov.au](mailto:HNELHD-JHHPeriop@health.nsw.gov.au)***

11. Press Allow – Your new email will appear.
12. Click on Attach File at the top of your email.
13. Attach your saved letter.
14. Send email
15. Letter will be checked, signed and sent by the Perioperative NUM and will then appear in CAP.