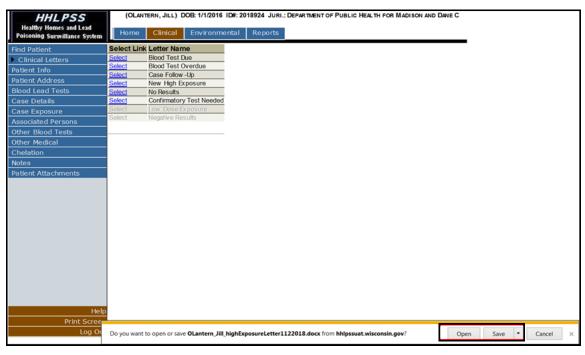
You can use the letters provided in HHLPSS or you can continue to use your own letter templates. The HHLPSS letters are in Word format so you can edit or copy and paste them into your own letterhead.

Step 1: Use the Clinical Letters screen to view and edit selected letter templates for patient communications. After you have selected a patient record [see Job Aid 3.1: Find a Patient and Patient Information (P-02299-3.1)], verify you have the correct patient by looking at the information at the top of the screen (highlighted in yellow).

HHLPSS Healthy Homes and Lead Poisoning Surveillance System	(OLANTERN, JILL) DOB: 1/1/2016 ID#: 2018924 JURI .: DEPARTMENT OF PUBLIC HEALTH FOR MADISON AND DAVE		
	Home	Clinical Environme	nental Reports
Find Patient	Select Link	Letter Name	
Clinical Letters	Select	Blood Test Due	
Patient Info Patient Address		Blood Test Overdue	
	Select	Case Follow - Up	
	Select	New High Exposure	
Blood Lead Tests	Select	No Results	
Case Details	Select	Confirmatory Test Needed	d
Case Exposure	Select	Low Dose Exposure	
Associated Persons	Select	Negative Results	
Other Blood Tests			

The page lists the different letter templates available for automatic generation. These clinical letters can be downloaded and edited by clicking the **Select** hyperlink next to the desired letter name. The letter template will be populated with the selected patient's information and made available to download.

Step 2: Click the **Open** button at the bottom of the screen to open the document for immediate editing, or click the **Save** button to save the document in your file storage area to use later.



## Questions

Please contact the HHLPSS coordinator at 608-266-5817 or email <u>DHS Lead Poisoning Prevention</u>.

