

Healthy Homes and Lead Poisoning Surveillance System (HHL PSS)

Job Aid 3.2: Clinical Letters

You can use the letters provided in HHL PSS or you can continue to use your own letter templates. The HHL PSS 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).

The screenshot shows the HHL PSS interface for patient (OLANTERN, JILL) with DOB: 1/1/2016 and ID#: 2018924. The 'Clinical' tab is selected. A table lists various letter templates with 'Select' links. The 'Patient Address' row is highlighted with a red box.

	Select Link	Letter Name
Clinical Letters	Select	Blood Test Due
Patient Info	Select	Blood Test Overdue
Patient Address	Select	Case Follow -Up
Blood Lead Tests	Select	New High Exposure
Case Details	Select	No Results
Case Exposure	Select	Confirmatory Test Needed
Associated Persons	Select	Low Dose Exposure
Other Blood Tests	Select	Negative Results

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.

This screenshot shows the same HHL PSS interface as the previous one, but with a dialog box at the bottom asking to open or save the file 'OLantern_Jill_highExposureLetter1122018.docx'. The 'Open' button is highlighted with a red box.

Do you want to open or save OLantern_Jill_highExposureLetter1122018.docx from hhlpsuat.wisconsin.gov?

Open Save Cancel

Questions

Please contact the HHL PSS coordinator at 608-266-5817 or email [DHS Lead Poisoning Prevention](#).