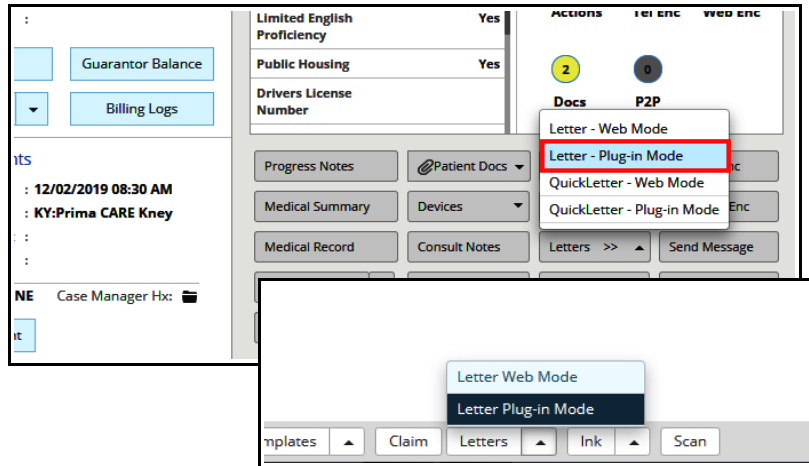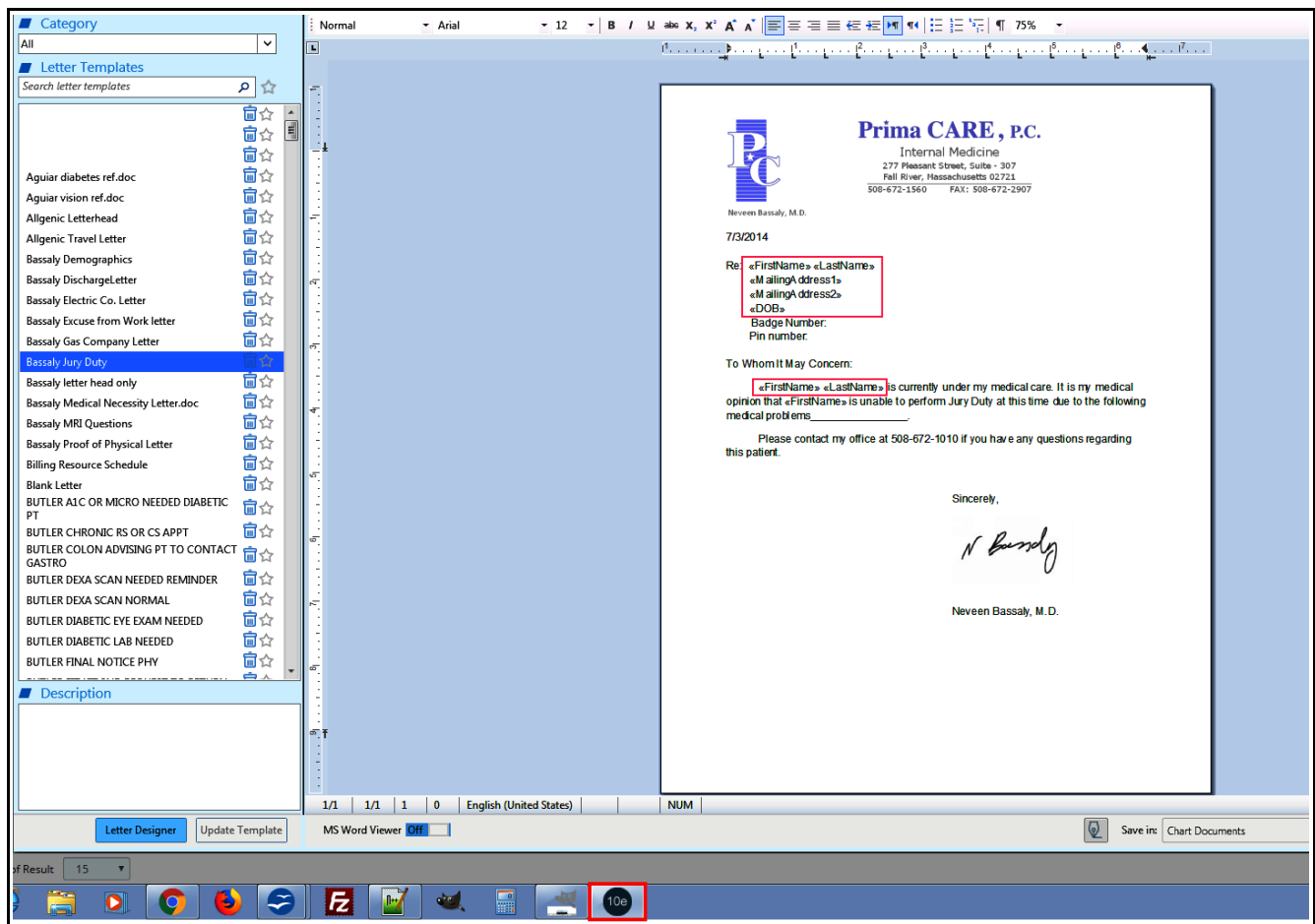# Printing Letters in eCW 11e
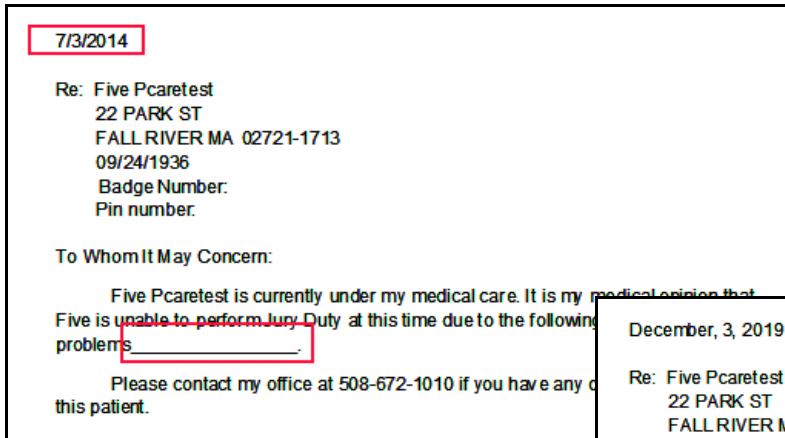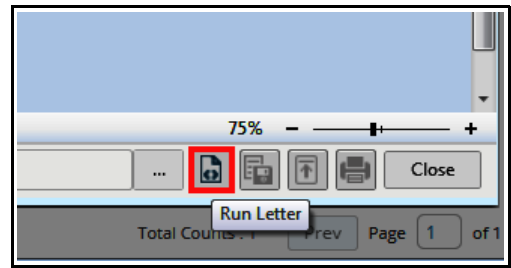
To print a letter in eCW 11e, choose the "Letter Plug-in Mode" from the bottom functions bar in a progress note, or from the Hub. In my experience, the plug-in mode is a bit slow to open.
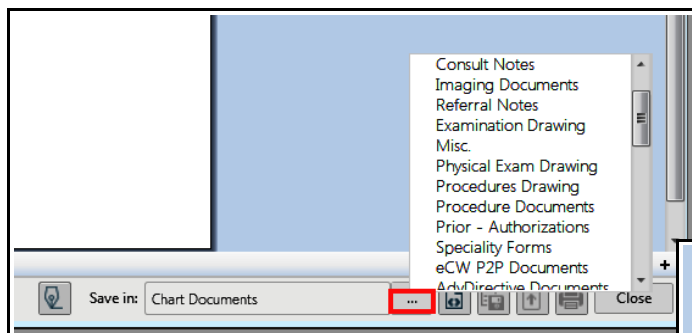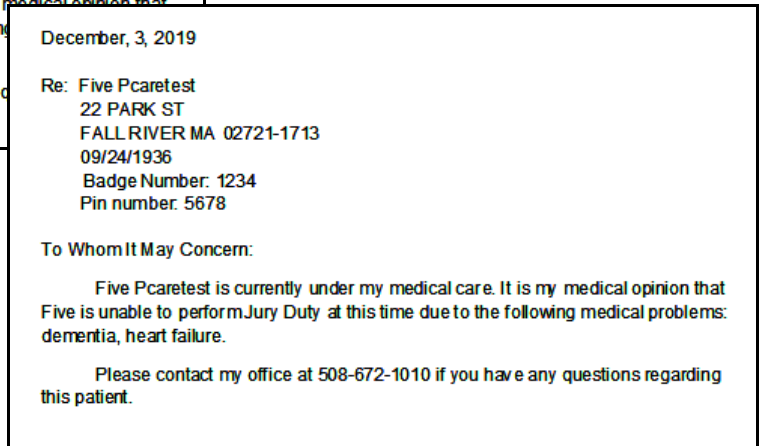
A "10e" icon appears in the Windows taskbar, and the letter screen opens. If you don't see the letter screen, click on the "10e" icon.

Clicking on the "Run Letter" icon at the bottom right of the letter screen adds the patient information to the fields surrounded by red rectangles seen in the screenshot on the previous page.

7/3/2014

Re: Five Pcaretest
22 PARK ST
FALL RIVER MA 02721-1713
09/24/1936
Badge Number:
Pin number:

To Whom It May Concern:

Five Pcaretest is currently under my medical care. It is my medical opinion that Five is unable to perform Jury Duty at this time due to the following problems_____.

Please contact my office at 508-672-1010 if you have any questions regarding this patient.

After running the letter, the date needs to be corrected, and any additional information must be entered manually.

December, 3, 2019

Re: Five Pcaretest
22 PARK ST
FALL RIVER MA 02721-1713
09/24/1936
Badge Number: 1234
Pin number: 5678

To Whom It May Concern:

Five Pcaretest is currently under my medical care. It is my medical opinion that Five is unable to perform Jury Duty at this time due to the following medical problems: dementia, heart failure.

Please contact my office at 508-672-1010 if you have any questions regarding this patient.

Clicking on the ellipsis at the lower right of the letter screen opens a menu where the user can choose the folder in which to save the letter in patient documents.

At this point, the letter can be printed and saved by clicking on the icons shown to the right.

Brad Kney, MD
December 3, 2019