

Excuse Letter Template Handout

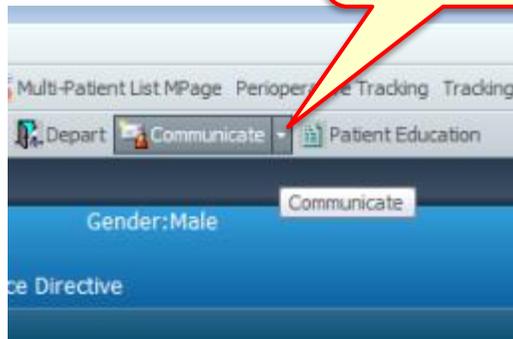
This handout reviews how to create the Work/School Excuse Letter Template in both inpatient and outpatient areas. Please refer to Work Excuse Policy for further information about maintaining the privacy and safety of our patients.

Creating Excuse Letter – page 1

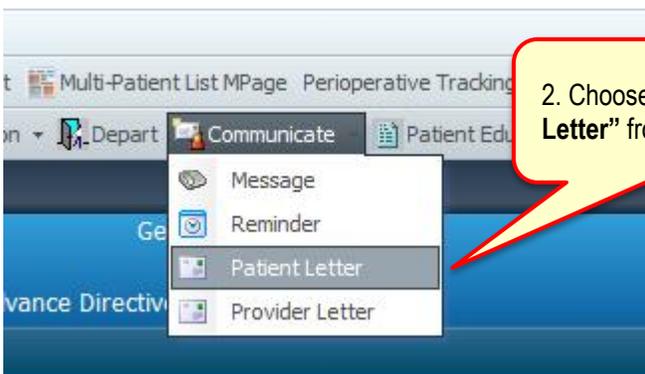
Viewing Excuse Letter – page 4

Creating and Excuse Letter in the Patient's Chart

1. Select **small arrow** next to "Communicate" icon



2. Choose "Patient Letter" from drop-down



Following your visit on _ your condition requires that you:

- do not attend school for days.
- return to school on _ with no restrictions.
- be excused from participating in physical education classes
- return to school on _ with the following restrictions:

No PE class for 7 days

This letter may be used as your school excuse.

5. Place cursor at the beginning of letter and press **F3** to move through document (do not tab) marking as you go.

6. If specifying restrictions for the patient use **free text** below the "following restrictions" line

- 7. Select "**Print Now**" in the Action Pane
- 8. If needed you can "**Forward**"
- 9. Select "**OK**" to print

Action Pane

Print Now Do Not Print Now

Additional Forward Action: Review To: (Limit 5) [Test, Physician] (P)

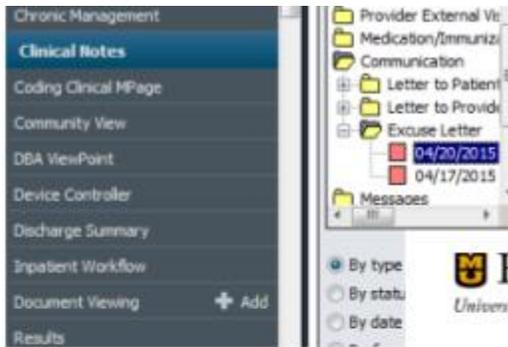
Comments: (Limit 255)

***Not Printed On Letter**

OK

NOTE: Document will print to printer defined by your computer.

Viewing an Excuse Letter in Clinical Notes



To view Letter in PowerChart:
"Click" **Clinical Notes**
"Click" **Communication**
"Click" **Excuse Letter**



ALAN ZTE ST
1007 W BROADWAY
COLUMBIA MO 65203-2121

April 22, 2015

Dear ALAN ZTE ST,

Following your visit on __ your condition requires that you:

- do not attend school for __ days.
- return to school on __ with no restrictions.
- be excused from participating in physical education classes for __ days.
- return to school on __ with the following restrictions:

No PE class for 7 days

This letter may be used as your school excuse.