**IDX Scheduling FORM LETTER EDIT LISTS – F35/A3/A10**

When you generate form letters with the Form Letters Activities, the system checks to verify that the patient’s registration information is complete. If the street address, city, or state fields are incomplete or missing, the letter is not printed, and the patient is placed on the Form Letter Edit List. Activity 10, Form Letter Edit Lists, allows you to view this list of patients who have incomplete registration information.

The Edit List is maintained for all letters generated under the Form Letters Activities:

- Appointment Form Letters
- Demand Form Letters
- Reminder Form Letters
- Datasearch Form Letters
- Bump List Form Letters
- Cyclical Appointment Form Letters

Entries are stored on the system for fifteen days; they are automatically deleted when they are fifteen days old.

After you print the edit lists, and edit the patient registration information, you reenter the appointment into the queue with the Queue Demand Form Letters Activity (F35/A2). Then, you use the Demand Form Letters Activity (F35/A3/A2) to produce the letter.

The Edit List displays the following information for each patient who has been processed by the Form Letter Activities, and who is missing registration information. The following is a sample Edit List for Appointment Form Letters generated on 06/15/2002:

<table>
<thead>
<tr>
<th>Last, First</th>
<th>MRN</th>
<th>Prov</th>
<th>Dept</th>
<th>Loc</th>
<th>Phone</th>
<th>Date</th>
<th>Time</th>
<th>VType</th>
<th>Dur</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Edit List contains the following fields:
- Last, First and MRN – name of the patient and patient’s medical record number.
- Prov – provider the patient is scheduled to visit.
- Dept – the provider’s department.
- Loc – the location of the appointment.
- Phone – the patient’s phone number, if available.
- Date – the date of the appointment.
- Time – the time of the appointment.
- VType – the visit type.
- Dur – the duration, or length of time, of the appointment.
- Status – indicates type of problem. There are three codes that can be applied here: A-Incomplete address D*-Deceased AD*-Deceased & incomplete address
IDX Scheduling - PRINT FORM LETTER EDIT LIST

Select SCHED from the application menu.
Function: 35 – Form Letter Activities
Activity: 3 – Form Letter Processing
Activity: 10 – Form Letter Edit Lists

<table>
<thead>
<tr>
<th>Description</th>
<th>Created</th>
<th>Edited</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 RUMP LIST UNABLE TO DEH R 08/04/02 by BJ</td>
<td>08/14/02 12:59PM by KOU</td>
<td></td>
</tr>
<tr>
<td>70 FPS NEW PT NOT/PLG CLIN 08/04/02 by BJ</td>
<td>08/15/02 07:40AM by VLO</td>
<td></td>
</tr>
<tr>
<td>71 FEM NEW PT NOT/DEH CLIN 08/04/02 by BJ</td>
<td>08/15/02 07:50AM by VLO</td>
<td></td>
</tr>
<tr>
<td>70 SEE/NEW PT NOTIF SEEGER 08/04/02 by BJ</td>
<td>08/15/02 07:51AM by VLO</td>
<td></td>
</tr>
<tr>
<td>64 ENT/NEW APPY 02/5 EM/TV 08/04/02 by BJ</td>
<td>06/14/02 06:33PM by CJI</td>
<td></td>
</tr>
<tr>
<td>80 ENDO APPT LTR/TESTING VAR 08/04/02 by BJ</td>
<td>06/14/02 06:53PM by KRH</td>
<td></td>
</tr>
<tr>
<td>91 ENDO/1ST WEEK NOTIF 08/04/02 by BJ</td>
<td>08/15/02 07:53AM by VLO</td>
<td></td>
</tr>
<tr>
<td>92 ENDO/4TH WEEK NOTIF 08/04/02 by BJ</td>
<td>08/15/02 07:54AM by VLO</td>
<td></td>
</tr>
<tr>
<td>93 DNTL &amp; MNT/NEW PT LTR 021 08/04/02 by BJ</td>
<td>08/15/02 07:55AM by VLO</td>
<td></td>
</tr>
</tbody>
</table>

The Form Letter Edit Lists screen displays. Use the arrow or page down key to highlight
the form letter edit list you want to print, select using the Enter key and F10 to file. Be
careful to highlight and select the correct letter.

The Form Letter Edit List criteria screen will display, complete the fields as follows:

Include All Departments? [Y] (System default is no.) [Return]

**INCLUDE** Department: Enter Department Name, Number, or Mnemonic. [Return]
This is a repeating field. When you have finished entering the department you will be
prompted to enter the provider.
Include All Providers for Department? [N] (System default is no.)
Enter “Y” [Return] if you want “all” providers, or [Return] accepting the system default and you will be prompted for the specific provider name(s).

**INCLUDE** Provider: Enter the provider Name, Number, or Mnemonic. This is a repeating field. When you are finished entering providers you will be prompted for additional Departments, [Return].

From Date: Enter first date of the edit list to print. (Ex. “T” for today) [Return]

Through Date: Enter last date of the edit list to print. (Ex. “T” for today) [Return]

Number of Copies: Enter the number of copies you want to print (Ex. 1) [Return]

Job Queue? N (System default is no.) Accept the default, F!0 to file.

Device: Enter IDX printer [Return] Right margin: 132 => [Return]

Do you want formatter? No = [Return]

Note: If you have questions or problems printing your form letter edit lists you may contact the Clinical Information Systems Scheduling Applications Analysts for assistance:

Debbie Vaughn – 456-5017
Lori Anderson – 456-5258

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