

# Quick Guide to PCT For Medical Secretaries



In the PCT Message centre (using clinicians' phones) there is the ability to use voice recognition to create a clinic letter.

These letters will not go out automatically. Instead they will go to the Inbox (or appropriate pool) of their medical secretaries.

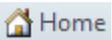
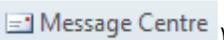
A Clinic Letter must then be created in a similar way to the clinic letters dictated with Winscribe, with the exception that instead of using the dictation you will use the text created by the clinician in the med secs inbox (or pools)

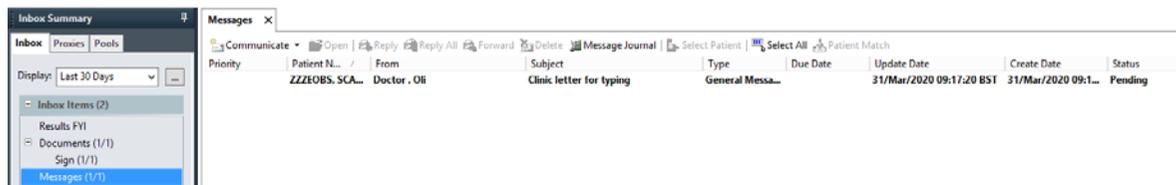
## How to create a Clinic Letter from Documents in your message centre



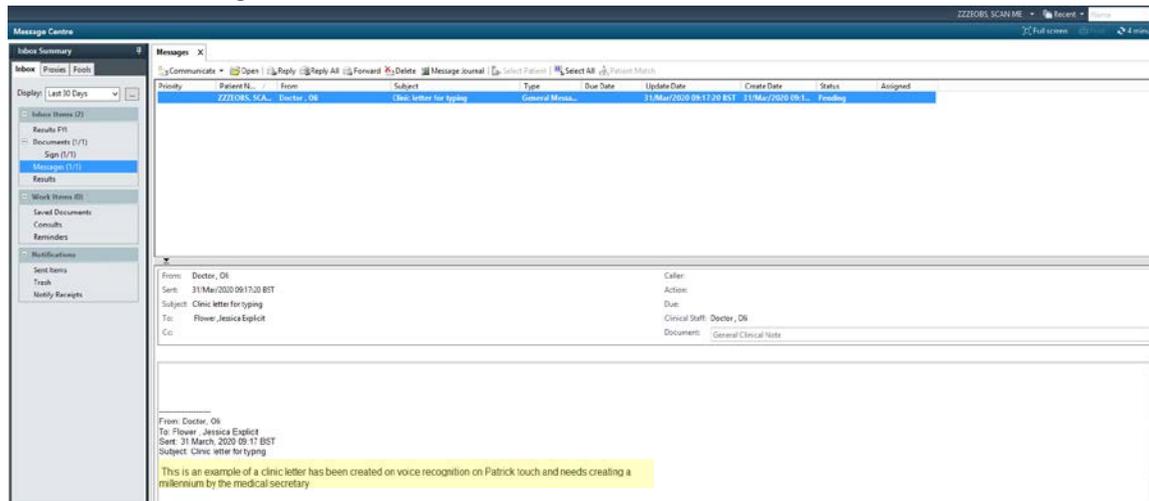
When a clinician create a clinic letter using their phone they will send them to the Inbox or Pool of their med sec

To create a clinic letter

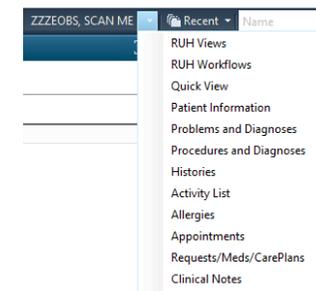
1. Go to Message Centre (Click Home  or Message Centre )
2. The draft letters will be in "Messages"



3. Click on the message to view it.



4. Copy the content of the letter by highlighting it and clicking Ctrl and C (together)
5. Now go to the top of the screen where you will find the patients name, click on the down arrow and select "Clinic Notes"
6. Now add a new clinic note, exactly as you usually would, and paste the letter in (using Ctrl and P)<sup>i</sup>
7. Add instructions for Apollo as you usually would do in the subject heading as usually
8. Click submit when complete
9. You can then delete the message in message centre



<sup>i</sup> We usually ban the use of copy and pasting letters but as this is all done within Powerchart there is little risk of pasting details into the wrong record **as long as we use step 5!**