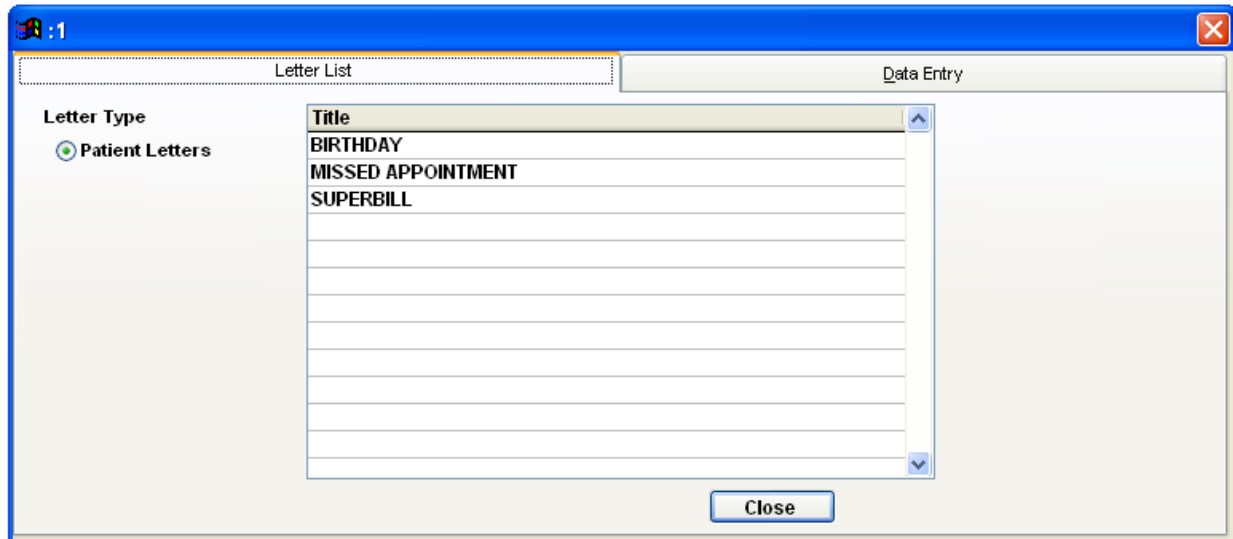


Generating a Mail Merge

To access the Mail Merge form, go to the Reports menu, and click on Letters.

If you do not see any letters in this list it is because you have not added any letters. Please see **System** -“Add/Delete Custom Letters” in the manual.



To select a letter, double click on the letter to display the Data Entry tab.

This tab will allow the user to input criteria to search patients to generate Mail Merges. Each patient will generate their own Mail Merge. All of the fields are search delimiters. If the user does not specify any search prerequisites, ClinicPro will generate a mail merge report for every patient in the database.

Search for patients to print Mail Merges by Patient information (demographics) or by Appointment information (pulled from the Appointment Scheduler.)

Get as detailed or as simple with the searches as desired, by simply selecting all patients, or one patient, or finding every patient that has cancelled their X-ray appointment in the month of February.

When done selecting the criteria, choose Mail Merge. A preview of the report will be shown, and from here the user can make last minute edits and overview it before it gets printed. (Note: Changes made will NOT affect the Mail Merge Template; just this printing)

Like any database function, when generating a complex Mail Merge for the entire patient list, this may take some time to process, and is purely dependant on computer speed!