

Mail Merge Variables

ClinicPro has built in mail-merge utilities, useful for creating custom letters, Superbills, or fee slips for the office quickly and efficiently.

The appointment scheduler also includes the ability to merge a fee slip (routing slip or Superbill) with patients on the scheduler. In addition to allowing a user to write any letter with his/her letterhead and merge variables, ClinicPro is shipped with pre-configured letters and forms!

The following is a list of all the variables that are allowed to be used in a Mail Merge report. This list is also available under a document named PATIENTTAGS.rtf in the Letters folder.

PatLName <<PatLName>> *This must be used in every form

PatFName <<PatFName>>

PatMI <<PatMI>>

PatNo <<PatNo>>

PatDob <<PatDob>>

PatAge <<PatAge>>

PatGender <<PatGender>>

PatSSN <<PatSSN>>

PatHPhone <<PatHPhone>>

PatWPhone <<PatWPhone>>

PatAddressC <<PatAddressC>>

PatAddress <<PatAddress>>

PatCity <<PatCity>>

PatState <<PatState>>

PatZip <<PatZip>>

PatEmail <<PatEmail>>

PatCellPhone <<PatCellPhone>>

PatPosition <<PatPosition>>

PatSal <<PatSal>>

DoctorNameC <<DoctorNameC>>

DoctorLName <<DoctorLName>>

DoctorFName <<DoctorFName>>

DoctorAddress <<DoctorAddress>>

DoctorCity <<DoctorCity>>

DoctorState <<DoctorState>>

DoctorZip <<DoctorZip>>

DoctorTaxID <<DoctorTaxID>>

DoctorSpec <<DoctorSpec>>

DoctorPhone <<DoctorPhone>>

DoctorLicense <<DoctorLicense>>

RefDoctorNameC <<RefDoctorNameC>>

RefDoctorLName <<RefDoctorLName>>

RefDoctorFName <<RefDoctorFName>>

RefDoctorAddress <<RefDoctorAddress>>
RefDoctorCity <<RefDoctorCity>>
RefDoctorState <<RefDoctorState>>
RefDoctorZip <<RefDoctorZip>>
RefDoctorTaxid <<RefDoctorTaxid>>
RefDoctorSpec <<RefDoctorSpec>>
RefDoctorPhone <<RefDoctorPhone>>
AppointDate <<AppointDate>>
AppointTime <<AppointTime>>
AppointDuration <<AppointDuration>>
AppointReason <<AppointReason>>
AppointNotes <<AppointNotes>>
Provider <<Provider>>
Icd1 <<Icd1>>
Icd2 <<Icd2>>
Icd3 <<Icd3>>
Icd4 <<Icd4>>
Icd1C <<Icd1C>>
Icd2C <<Icd2C>>
Icd3C <<Icd3C>>
Icd4C <<Icd4C>>
InjuryDate <<InjuryDate>>
XRayDate <<XRayDate>>
ExamDate <<ExamDate>>
LastVisitDate <<LastVisitDate>>
FirstConsultDate <<FirstConsultDate>>
SysDate <<SysDate>>
ReferredPatName <<ReferredPatName>>
ActiveDate <<ActiveDate>>
EmployerName <<EmployerName>>
EmployerAddressC <<EmployerAddressC>>
EmployerAddress <<EmployerAddress>>
EmployerCity <<EmployerCity>>
EmployerState <<EmployerState>>
EmployerZip <<EmployerZip>>
AttorneyNameC <<AttorneyNameC>>
AttorneyFName <<AttorneyFName>>
AttorneyLName <<AttorneyLName>>
AttorneyAddress <<AttorneyAddress>>
AttorneyCity <<AttorneyCity>>
AttorneyState <<AttorneyState>>
AttorneyZip <<AttorneyZip>>
AttorneyPhone <<AttorneyPhone>>
PatBal <<PatBal>>
InsBal <<InsBal>>
MissedAppoint <<MissedAppoint>>

*-- Primary Carrier

Carrier Name: <<CarrierName>>
Carrier Contact: <<CarrierContact>>
Carrier Phone: <<CarrierPhone>>
Carrier Address: <<CarrierAddress>>
Carrier City: <<CarrierCity>>
Carrier State: <<CarrierState>>
Carrier Zip: <<CarrierZip>>
Carrier Address C: <<CarrierAddressC>>
Carrier Fax: <<CarrierFax>>
Insurance Group: <<InsuranceGroup>>
Policy Coverage: <<PoicyCoverage>>
Policy Deductible: <<Deductible>>
Policy Co-pay: <<Copay>>
Insured Relation: <<InsuredRelation>>
Policy Contract: <<PolicyContract>>
Policy Type: <<PolicyType>>

*-- Secondary Carrier

Carrier Name: <<CarrierName2>>
Policy Contract: <<PolicyContract2>>
Policy Type: <<PolicyType2>>
Insured Relation: <<InsuredRelation2>>

*-- Tertiary Carrier

Carrier Name: <<CarrierName3>>
Policy Contract: <<PolicyContract3>>
Policy Type: <<PolicyType3>>
Insured Relation: <<InsuredRelation3>>