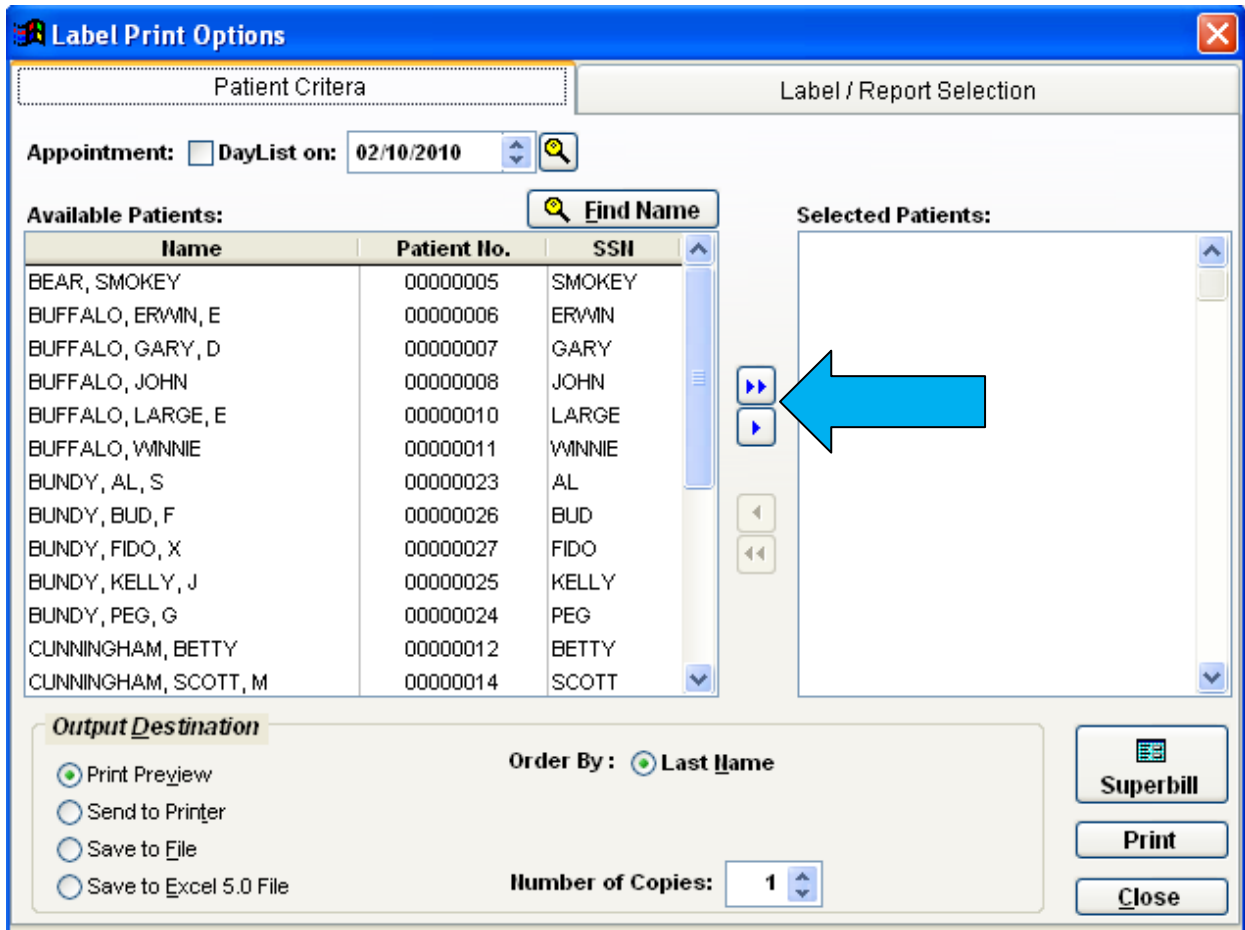


## Run Mail Merge from Appointment Scheduler

Perhaps the easiest way to create letters, reports, or super bills for your patients is from the ClinicPro appointment scheduler. This scheduler feature allows you to quickly generate super bills, reports, mailing labels, or letters for your scheduled patients. You can also pick from the entire patient database.

From the Scheduler click on the Label icon .

A window will display:



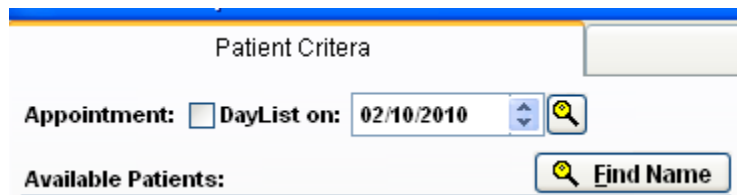
Name	Patient No.	SSN
BEAR, SMOKEY	00000005	SMOKEY
BUFFALO, ERWIN, E	00000006	ERWIN
BUFFALO, GARY, D	00000007	GARY
BUFFALO, JOHN	00000008	JOHN
BUFFALO, LARGE, E	00000010	LARGE
BUFFALO, WINNIE	00000011	WINNIE
BUNDY, AL, S	00000023	AL
BUNDY, BUD, F	00000026	BUD
BUNDY, FIDO, X	00000027	FIDO
BUNDY, KELLY, J	00000025	KELLY
BUNDY, PEG, G	00000024	PEG
CUNNINGHAM, BETTY	00000012	BETTY
CUNNINGHAM, SCOTT, M	00000014	SCOTT

On the left side of this Label Print Options window are all your patients.

The right side of this window is reserved to collect the patient, or patients, you select to generate a letter.

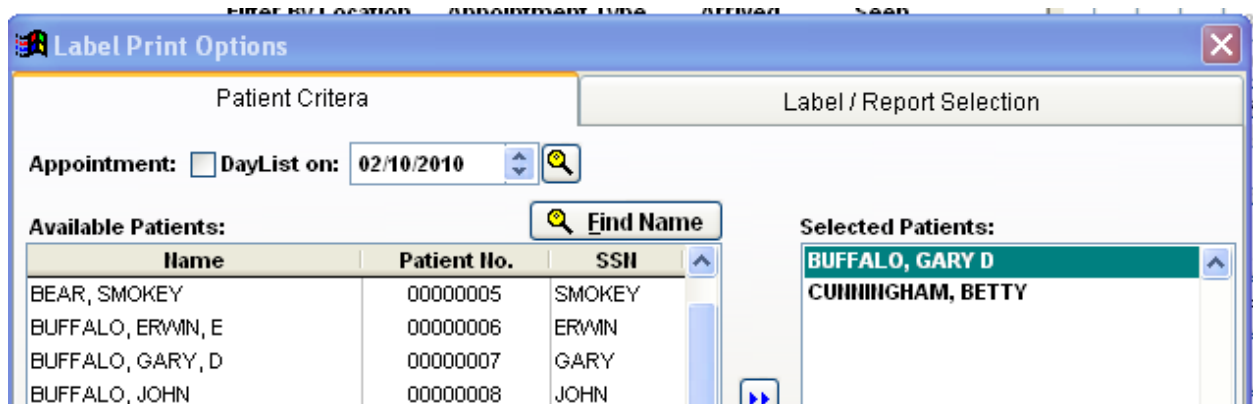
There are arrow keys in between these two windows. You can choose the double arrow to send ALL of your patients over to the “Selected Patient” window or the single arrow to send them one by one. Simply highlight the patient you wish to generate a mailer for and then click the single arrow. Repeat this process until you are satisfied with your selection.

There are also Patient Criteria fields located in the top right of this window that will allow you to choose patients by their appointment criteria:



The reverse arrows will send your selected patients back to the patient list.

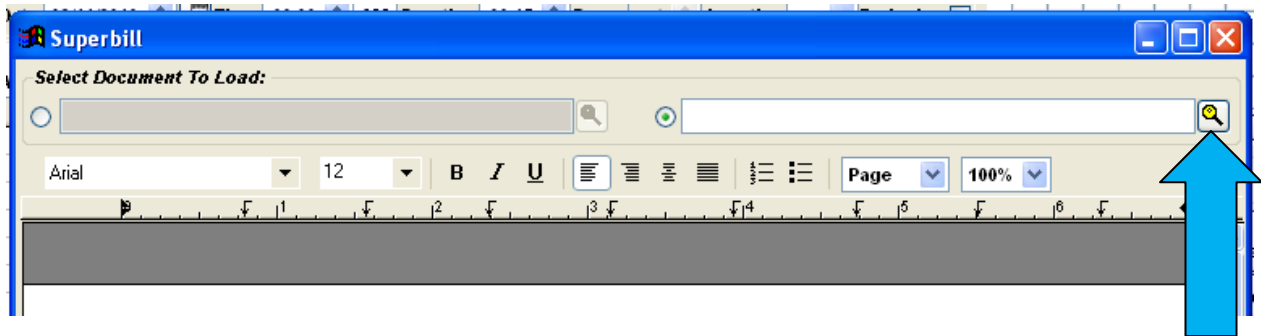
In this example, we have chosen two patients for the mail merge:




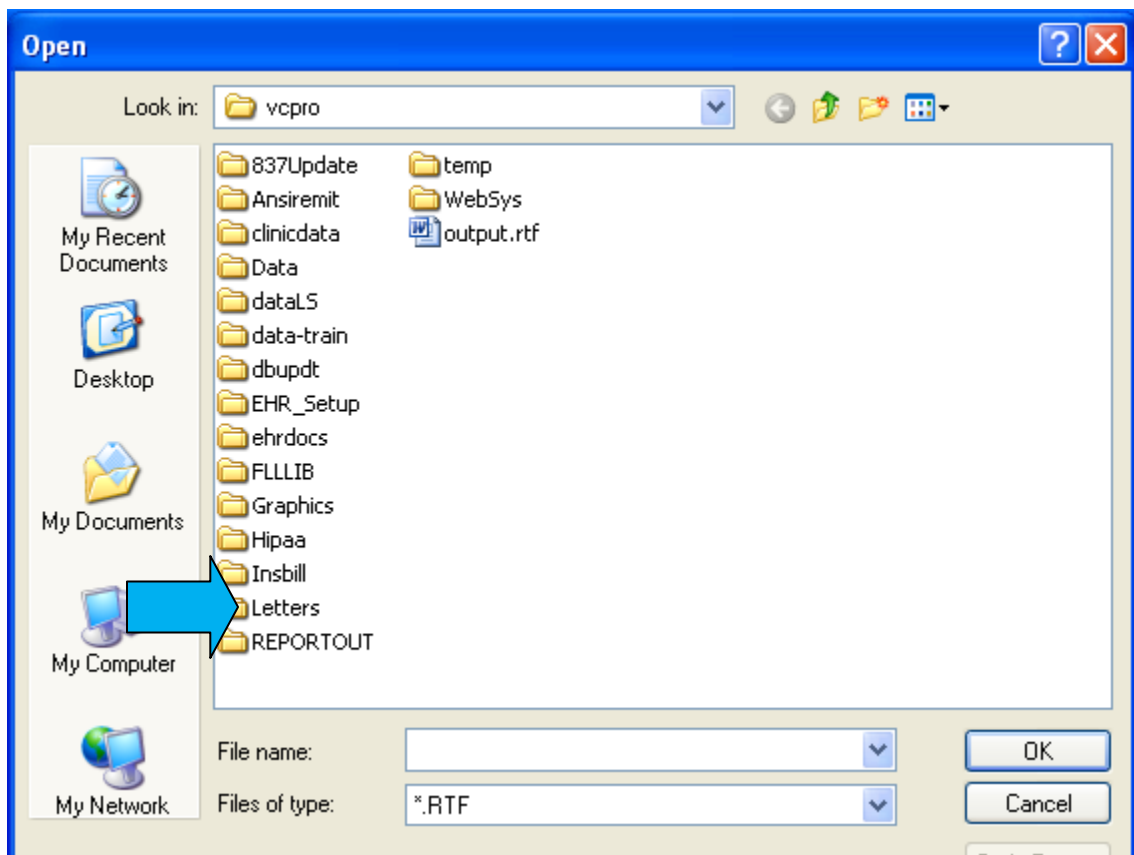
Click the “Superbill” button to execute the mail merge program.

The next display will be a blank word template where you will select the document from your ClinicPro **Letters** folder. This folder is located in the VCPRO folder which is typically on the computer C:\ drive. The mapping may be different if operating from a workstation or if you have chosen to install the ClinicPro software on a different drive.

Remember the VCPRO folder is only stored on the Server (main computer) so you may use the “finder” to access this drive from all stations.

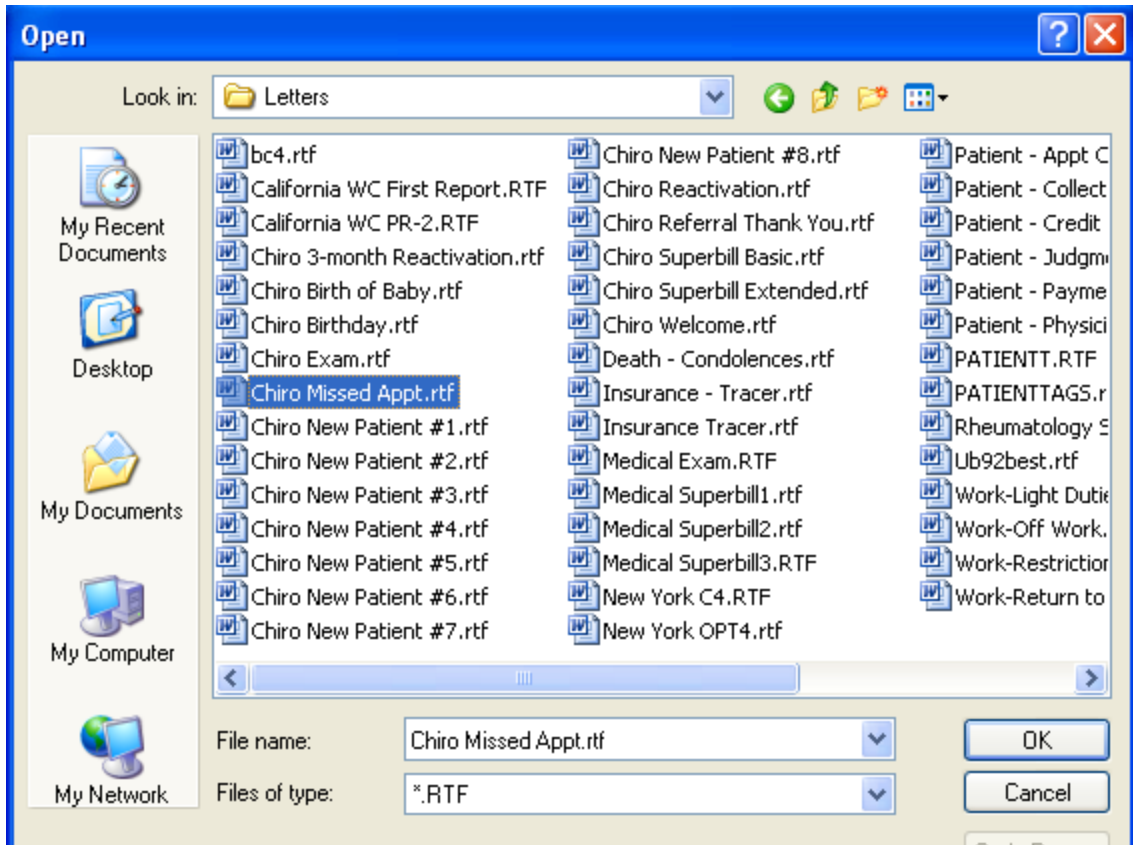


Click on the “finder” .



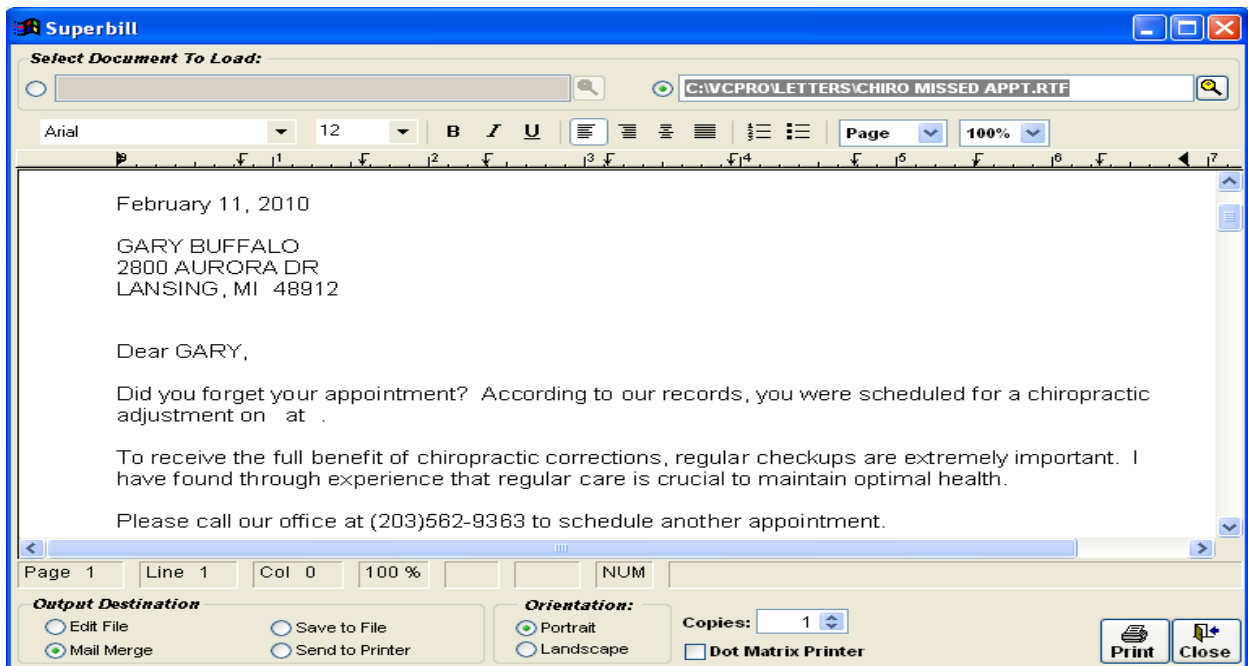
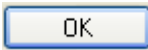
In this example, the VCPRO folder is immediately available for viewing in the “Look in” field and consequently displayed in this viewer. Navigation through your computer system is easy through this feature.

If you are having difficulty finding the VCPRO folder, a ClinicPro technician will be available to assist you.



Select the document by clicking on the file.

Click "OK".



The letter we chose for this example was the “Missed Appointment” letter. The demographic criteria will automatically fill, merging patient, clinic, and document information.

### The Output Destinations:



**Output Destination**

Print Preview      Order By:  Last Name

Send to Printer

Save to File

Save to Excel 5.0 File      Number of Copies: 1

Superbill

Print

Close

These options are available before generating the mail merge allowing you to save your document in various formats.



Page 1   Line 1   Col 0   100 %   NUM

**Output Destination**

Edit File       Save to File

Mail Merge       Send to Printer

**Orientation:**

Portrait      Copies: 1

Landscape       Dot Matrix Printer

Print   Close

These destinations are available after generating the desired document(s) allowing you to choose number of copies, change the printer landscape, or save to a file.