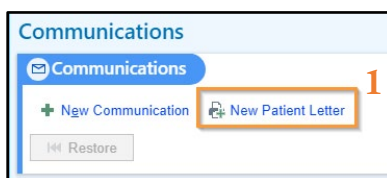


Edit and Create Letter Templates in Communications

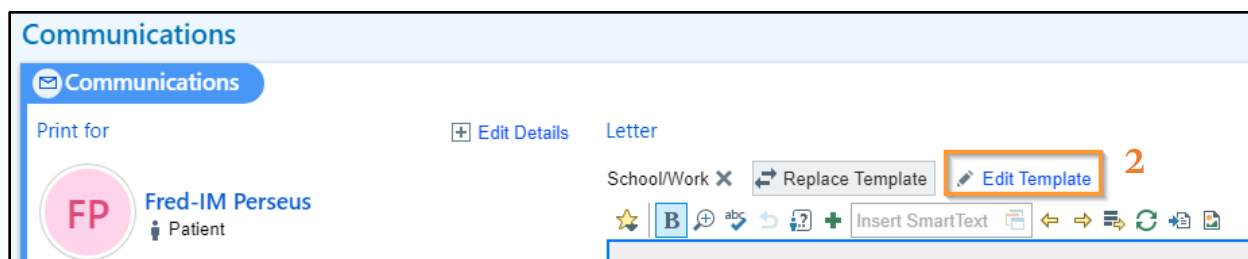
Edit a Letter Template in Communications to make it your own.

Edit and Create Letter Templates in Communications

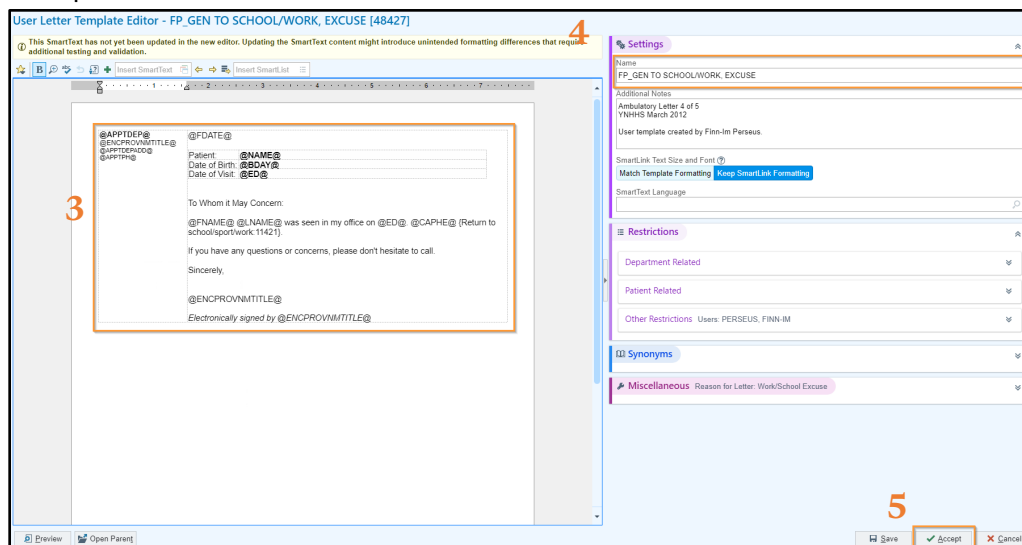
1. From Communications, click on **New Patient Letter**.



2. Once you have chosen the Letter Template you would like to use and edit, click on **Edit Template**.



3. Make any edits you would like to save to your new Letter Template.
4. Name your Template, it will automatically default to your initials followed by the original template name.
5. Click Accept.



Need Additional Help?

Contact Internal Medicine Clinical Affairs IntMedHelp@yale.edu
Internal Medicine Resources: [Epic References](#) | [Billing References](#)

A Speed Button with your new Template will be created automatically for you to use in the future.

Letter

Fp_Gen To School/Work, Excuse X Replace Template Edit Template

★ B abc ↶ ↷ ? + Insert SmartText ↶ ↷ ↶ ↷ ↶ ↷

Link Bubble – Learn More!
[Utilize Speed Buttons to Send Communications](#)

YaleNewHavenHealth
Northeast Medical Group

NEMG Internal Medicine North Haven
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Perseus, Finn-IM, MD
4A DEVINE STREET
NORTH HAVEN CT 06473
Phone: 203-843-9010
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203-843-9010

May 2, 2025

Patient: **Fred-IM Perseus**
Date of Birth: **8/6/1956**
Date of Visit: **5/2/2025**

To Whom it May Concern:

I have made changes to this Letter Template.

If you have any questions or concerns, please don't hesitate to call.

Sincerely,

Perseus, Finn-IM, MD

Electronically signed by *Perseus, Finn-IM, MD*

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Last Updated: 05/02/2025
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