

Create Custom Letters with Voice

Purpose: Show how to create a draft letter on your practice letterhead using voice. Your menu may show **Custom Letters** or another name.

What you can do

- Dictate a request and get a letter draft on your practice letterhead.
- Use plain speech. The agent turns it into a formatted letter.

Steps

1. Open the top menu **HIPAA Compliant AI Agents**.
2. Select **Custom Letters** (may appear as **Low Vision Letter** in samples).
3. Click the **mic** button.
4. Speak your request. Example: "Create a letter for patient ID 12345. The letter states that the patient needs a follow-up eye exam within two weeks. Address it to City Vision Clinic."
5. Stop recording. The draft letter appears.
6. Review the text. Edit names, dates, and clinical statements if needed.
7. Save or print using your practice workflow.

Example voice prompts

- "Create a letter for patient ID 56789 to excuse absence for today with follow-up on Friday."
- "Draft a referral letter to Dr. Anita Shah for patient ID 24680 for physical therapy evaluation next week."

Troubleshooting

- If the draft is missing details, speak the request again with more specifics such as dates and recipient.
- If the mic does not start, check your browser permission for microphone access.

Tips and good practices

- State patient ID, recipient, and purpose in your first sentence.

- Spell uncommon names slowly.
 - Review every letter before printing or sending.
 - Keep voice notes in a quiet space for best accuracy.
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