Email all - Options

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Overview

You can send an email to all patients or referring doctors using your own email program (i.e., Outlook).

Detailed Instructions

Email all Patients

If you wish to send a general email message using your own email program, use the **Email all Patients** function. Select **Reporting Tools>Email>All Patients.**

A form will open, allowing you to deselect any patients you do not want to send to. Once you have the patients that you want selected, click **Send**.

Your default email program, such as Outlook, will open, and all the addresses will show in the 'To' column.

Email all Referring Doctors

If you wish to send a general email message using your own email program, use the **Email all Referring Doctors** function. Select **Reporting Tools>Email> All Referring Doctors**.

A form will open, allowing you to deselect any you do not want to send to. Once you have the referring doctors you want selected, click **Send**.

Your default email program, such as Outlook, will open, and all the addresses will show in the **To** column.

You can also send letters via email to a batch of referring doctors using the Letters Module

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