PAS BEA - BEA Display - Letter Request

There may be occasions when an additional letter may be required. To generate a letter follow the steps below.

Select B E A Letter Request (**H W C P**) from the menu and search for and select the patient and relevant event.

Letter Type .– Enter the letter version code if known or **F1** for a code list.

Letter Version .– If there is only one version available this field will default to that version. If the field is blank, **F1** for a code lists.

Print Immediately .– Enter **Y** for Yes or **N** for No.

- **If Y is entered** .– Output to - enter the appropriate Printer code.
- **If N is entered** .– Compile immediately – enter **Y** for Yes.
- **Printer Group** .– enter the appropriate printer **F1** Lock for a code list.

First Class? .– Only enter **Y** for Yes if the T C I letter is required urgently, i.e. within the next few days.

Type **Ay** and press return to Accept.