



EMR Quick Reference Guide

Access and Set up – Creating Printer Favourites for Discharge Scripts

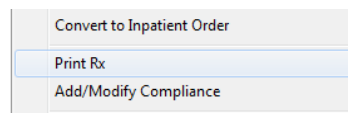
1. In 'Orders' highlight the medications you want to print.

*****Note: Only select medications marked 'Prescribed'. Medications marked as 'Ordered' are inpatient orders and cannot be printed to script paper. *****

Display: All Active Orders

	Order Name	Status	Details
Medications			
<input checked="" type="checkbox"/>	labetalol	Ordered	100 mg, Oral, Tablet, BD (with or after food), First dose 13/10/2018 08:00:00
<input checked="" type="checkbox"/>	labetalol	Ordered	100 mg, Oral, Tablet, BD (with or after food), First dose 13/10/2018 08:00:00
<input checked="" type="checkbox"/>	labetalol	Ordered	100 mg, Oral, Tablet, BD (with or after food), First dose 12/10/2018 08:00:00
<input checked="" type="checkbox"/>	labetalol	Ordered	10 mg, IV, Vial, ONCE only, First dose 11/10/2018 21:00:00, Stop date 11/10/2018 21:00:00, (Bolus dose)
<input checked="" type="checkbox"/>	furosemide (frusemide) (furosemide (frusemi...	Prescribed	2 tab(s), Oral, Tablet, morning, Qty: 100 tab(s), Refill(s) 0, PBS, PBS Code: 2412Y
<input checked="" type="checkbox"/>	emollients, topical (Alpha Keri Bath topic...	Prescribed	1 application, Topical, Oil, daily, PRN for dry skin, For use in the bath or shower., Qty: 1 bottle(s), Refill(s) 0, Non-PB

2. Right click and select 'Print Rx'



3. Click the 'Other Output Devices' tab {1}

4. Select your location and click on your ward {2}

5. A list of printer available in that ward will appear on the right. Find the name of the printer on the printer itself. Also check which tray contains PBS paper.

6. Select the correct printer name and tray number. {3}

7. Right click and select 'Add to Favourites' {4}

Output Devices

{5} Favorites Other Output Devices {1}

Filter By: Location Device Type: Printer

Device Name	Location	Type
wlowwwrb01	W 1 West Ward	PRINTER
wlowwwrb01-1	W 1 West Ward	PRINTER
wtupwwlex01-2	W 1 West Ward	PRINTER
wtupwwlex02-1	W 1 West Ward	PRINTER
wtupwwrb01	W 1 West Ward	PRINTER

TESTWHS, TDRF2 - 90000007 [OK] [Cancel]

8. The printer will now appear under the 'Favourites' tab. {5} (Select and click 'OK' to print)