

FirstNet Printing Patient Documentation



Digital Health
CONNECTING BEST CARE

Digital Health
Quick Reference Guide

This Quick Reference Guide will explain how to:

Print discharge documentation including GP letter, patient friendly discharge summary, medical certificate, carers certificate (statement of attendance) and Transfer note.

1. Please refer to QRG – “**FirstNet – Treating Clinician Discharge Documentation**” to learn how to create an ED discharge summary, medical certificate, carers certificate and patient friendly discharge summary.
2. Documents to print can be found under **ED Doctor View (1), Documents (2), Completed (3)**. Or under the **Documentation** section in the Table of Contents (TOC) (4).

The screenshot shows the 'ED Doctor View' interface. On the left, the 'Menu' sidebar has 'ED Doctor View' (1) and 'Documentation' (4) highlighted with red boxes. The main content area shows a 'Documents (7)' list. Under the 'Completed (5)' section, several documents are listed, including 'Medical Certificate', 'Statement of Attendance', 'ED Patient Friendly Vi...', 'ED Discharge Summary', and 'ED Triage'. A red box (3) highlights this 'Completed' section.

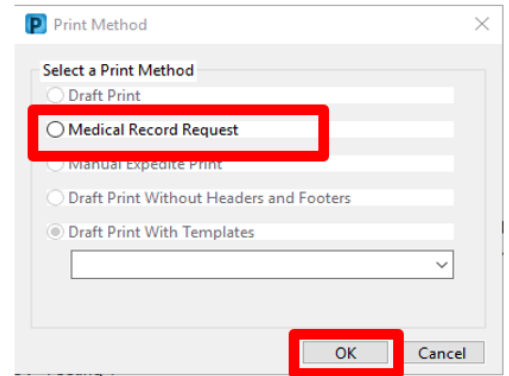
3. Select the document you wish to be print.
 - a) From the **Documentation** section in the TOC - a preview of the document will open on the right. Right click on the document and select **Print**

The screenshot shows the 'Documentation' section. A table lists documents, with 'ED Discharge Summary' selected. A context menu is open over the selected document, and the 'Print' option is highlighted with a red box.

- b) From the Documents section in ED Doctor View - a preview of the document will open on the right. Click Print at the top of the document.

The screenshot shows the 'ED Doctor View' interface. The 'ED Doctor View' menu item (1) is highlighted. The 'Documents (4)' list is visible, and a preview of a 'Medical Certificate' document is open on the right. The 'Print' button at the top of the document preview is highlighted with a red box.

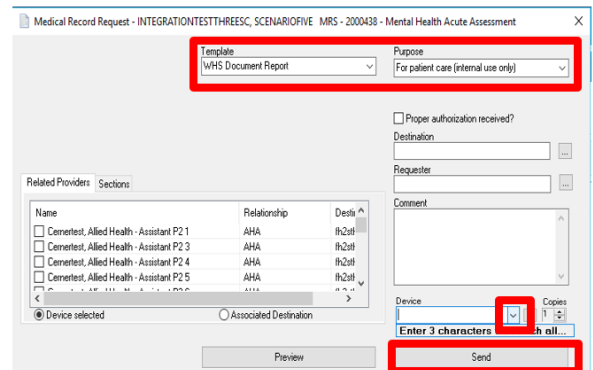
- Printing Method window opens. Select Medical Record Request and click OK



- To print the documents, you will need to choose the correct **Template** and **Purpose**.

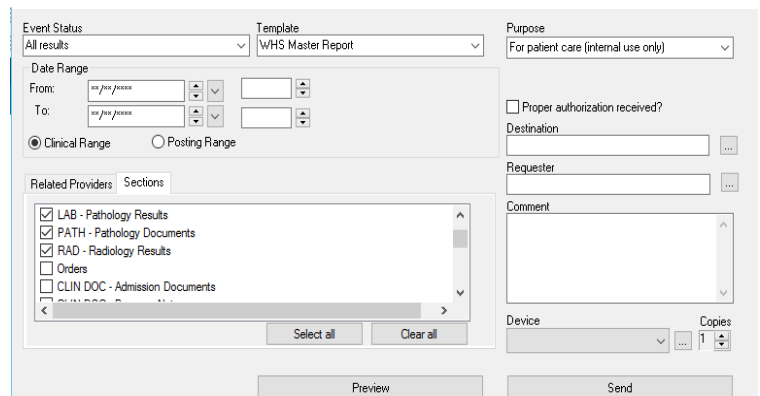
WHS Discharge summary – for medical discharge summaries/
WHS Patient Document – for patient friendly discharge summary and medical & carers certificates/
WHS Master Report – for other patient documents (e.g. pathology/radiology)

- To select your printer, click on the drop-down arrow under Device
- Enter the first 3 characters of the Cerner Print name of the printer you wish to print from. (These details can be found labelled on the printer.)

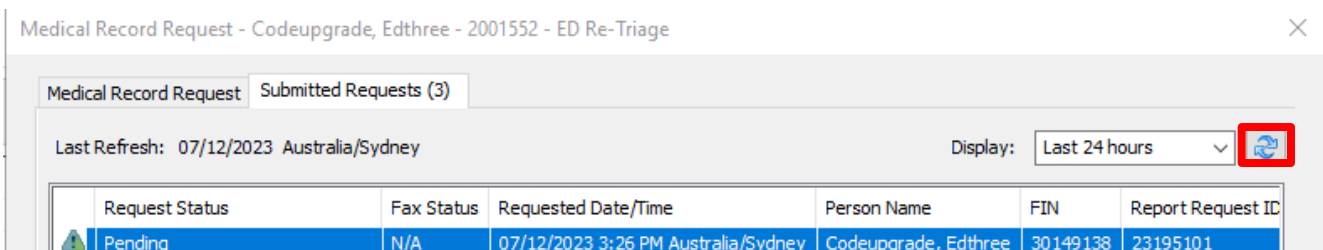


- Click **Send** to print.

Note: If selecting the **'WHS Master Report'** the **Sections** tab provides options of selecting what documents are required. Input **Date Range** to minimise unnecessary content. Click **'Preview'** to open PDF prior to printing if required.



- An additional window will appear. Wait for a few seconds and then click the 'Refresh' button in the top right hand corner





10. Status will change and a green tick will appear

Medical Record Request - Codeupgrade, Edthree - 2001552 - ED Re-Triage



Medical Record Request Submitted Requests (3)

Last Refresh: 07/12/2023 Australia/Sydney Display: Last 24 hours

Request Status	Fax Status	Requested Date/Time	Person Name	FIN	Report Request ID
Report Distributed	N/A	07/12/2023 3:26 PM Australia/Sydney	Codeupgrade, Edthree	30149138	23195101



Handy Hint – Preview

Double click on the highlighted row to open the document in the PDF format (if you wish to view the document).