## FirstNet Printing Patient Documentation



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.

- 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).**

Menu 🔻 🖡	< 🔪 🝷 👘 ED Doctor Vi	ew						
Patient Information	A 100%	-						
ED Doctor View	ED Doctor Workflow	ED Doctor Discharge	X Adult Ouick O	rders X Pa	dista publication	× COVID19	× +	
Oncology/Haematology View	ED DOCTOR WORKTIOW	ED Doctor Discharge	X Adult Quick O	ders X Pa	ediatric Quick Orders	X COVID19	X T	
Results Review	ŧ	Documents (7)		All Visit	s Last 18 months L	ast 24 hours Last 3 days	Last 1 weeks 🗸 🖓	~
Orders and Referrals + Add	Discharge Synopsis		Disp	lay: All Clinical Notes Ch	hange Filter Last :	W Notes My Notes Only	Group by Encounter	•
MAR	Problems/Alerts	Time of Service 🗸 🗸	Subject	Note Type	Author	Last Updated	Last Updated By	
MAR Summary	Documents (7)	▼ In Progress (2)	×			- M.		
Medication List + Add	Medication Reconciliation	23 JUN 2023 14:14	ED Doctor Progress N	ED Doctor Progress N	Cernertest, Medical Of.	23 JUN 2023 14:15	Cernertest, Medical Of	1
Documentation 👍 🕂 Add	(0)	11 APR 2023 13:04	ED Bed Request Outc	ED Bed Request Outc	Cernertest, Clerk P2 1	17 APR 2023 14:02	Cernertest, Clerk - Su	
Continuous Notes	Order Profile (4)	<ul> <li>Completed (5)</li> </ul>						
Notes + Add	New Order Entry	26 JUN 2023 09:39	Medical Certificate	Medical Certificate	Cernertest, Medical Of.	. 26 JUN 2023 09:40	Cernertest, Medical Of	
Observation Chart	Custom Links	26 JUN 2023 09:39	Statement of Attenda	Medical Certificate	Cernertest, Medical Of.	26 JUN 2023 09:39	Cernertest, Medical Of	
Interactive View and Fluid Balance	GP/Health Professional	26 JUN 2023 09:38	ED Patient Friendly Vi	Patient Friendly Visit S	Cernertest, Medical Of.	26 JUN 2023 09:38	Cernertest, Medical Of	
Activities and Interventions	Information	26 JUN 2023 09:38	ED Discharge Summary	Discharge Summary ED	Cernertest, Medical Of.	26 JUN 2023 09:38	Cernertest, Medical Of	
	Patient Info: Tx Plan & Safety Net	11 APR 2023 13:00	ED Triage	ED Triage - Text	Cernertest, Medical Of.	11 APR 2023 13:00	Cernertest, Medical Of	
Allergies/Sensitivities + Add								1
Dx, Problems/Alerts	Create Note	Medication Recond	ciliation (0)				+ All Visits 5	

- 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**

Patient Information	^		🔒 Forward   🍸 Modify   🐂   🏶		I D					
ED Doctor View		List								
Oncology/Haematolog	y View	LISU								
Results Review		Display : All	✓ Advanced Filters							
Orders and Referrals	+ Add		1.7.8	22						
MAR		Service Date/Ti	Subject	Туре	Facility	Document Type:	Discharge Summary ED			
1440 C		26/06/2023 09:39:46	Medical Certificate	Medical Certificate	Sunshir	Document Date: Document Status:	26 Jun, 2023 09:38 AEST Auth (Verified)	Submit	Ctrl+T	
MAR Summary		26/06/2023 09:39:27	Statement of Attendance	Medical Certificate	Sunshir	Document Title/Subject:	ED Discharge Summary	Sign	Ctrl+G	
Medication List	+ Add	26/06/2023 09:38:42	ED Patient Friendly Visit Summary	Patient Friendly Visit Summary	Sunshir	Performed By/Author:	Cernertest, Medical Offic	Review	Ctrl+R	AES
Documentation	+ Add	26/06/2023 09:38:13	ED Discharge Summary	Discharge Summary ED	Sunshir	Verified By:	Cernertest, Medical Offic	In Error		AES
	T Add	23/06/2023 14:14:53	ED Doctor Progress Note	ED Doctor Progress Note	Sunshir	Visit info:	21000454, Sunshine, Em	Modify	Ctrl+M	
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Observation Chart								Denvider Letter		
Observation Chart						1		Print		
								Show Tracked Changes		
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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.

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		ED Doctor Workflow X	ED Doctor Discharge	× Adult Quick	Orders	× Paediatric Quick Orders ×	COVID19 × +
		ŧ	1		1		Enable Continuous Scrolling
Orders and Referrals			Documents (4)			Modify Print View Document	Enable Continuous Scrolling
		Ambulance Handover		Dies	lay: All Clin	Medical Certificate	
		Triage				ED Medical Certificate (Auth (Verified))	Author; Contributor(s): Cernertest,
Medication List	+ Add	Histories	Time of Service V	Subject	Note Type	concordinate (rubi (renied))	Medical Officer P2 5
Documentation	+ Add	Problems/Alerts	▼ In Progress (0)			Last Updated: 13 DEC 2023 07:30	Last Updated By: Cernertest, Medical
Continuous Notes		Visits (1)	<ul> <li>Completed (4)</li> </ul>				Officer P2 5
Notes	+ Add	Documents (4)	13 DEC 2023 07:29	Medical Certificate	ED Medica		
	TT ADD	•	09 JUN 2023 17:21	ED Patient Friendly VI	Patient Fr		
		Home Medications (0)	09 JUN 2023 17:17	ED Patient Friendly VI	Patient Fr	Medical Certifi	cate
	uid Balance	Allergies (0)	19 MAY 2023 15:01	ED Triage	ED Triage	Medical Certin	cale
Activities and Intervent	tions	Observations					



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

Print Method	$\times$
Select a Print Method	
O Medical Record Request	
Draft Print Without Headers and Footers     Oraft Print With Templates	
OK Cance	I

5. 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)

- 6. To select your printer, click on the drop-down arrow under Device
- 7. 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.



8. 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.

	Template WHS Document Report	~	Purpose For patient care (internal use only)
			Proper authorization received?
			Destination
Related Providers Sections			Requester
Name	Relationship	Desti ^	Comment
Cemertest, Allied Health - Assistant P2 1	AHA	th2st	
Cemertest, Allied Health - Assistant P2 3	AHA	fh2stł	
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Cernertest, Allied Health - Assistant P2 5		>	

Event Status All results	V Template	~	Purpose For patient care (internal use only)
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Related Providers         Sections           ✓         LAB - Pathology Results           Ø         PATH - Pathology Documents           Ø         RAD - Radiology Results           Orders         CLIN DOC - Admission Docume	nts	^	Connert
	Select all Preview	Clear all	Copies

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

Medic	Medical Record Request - Codeupgrade, Edthree - 2001552 - ED Re-Triage X									
Med	Medical Record Request Submitted Requests (3)									
La	Last Refresh: 07/12/2023 Australia/Sydney Display: Last 24 hours 🗸 🔊									
	Request Status         Fax Status         Requested Date/Time         Person Name         FIN         Report Request ID									
4	Pending		N/A	07/12/2023 3:26 PM Australia/Sydney	Codeupgrade, Edthree	30149138	23195101			



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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).