FirstNet
Printing Patient Documentation

Digital Health

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).**
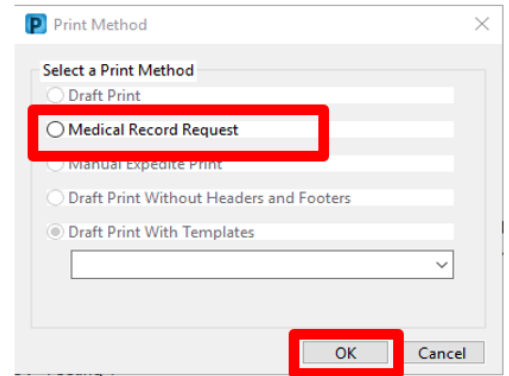

3. Select the document you wish to be print.
   a) From the **Documentation** section in the TOC - a preview of the document will open on the right. Right click on the document and select **Print**

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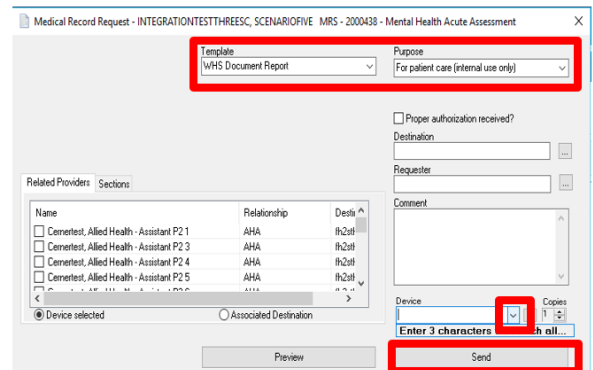
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4. Printing Method window opens. Select Medical Record Request and click OK

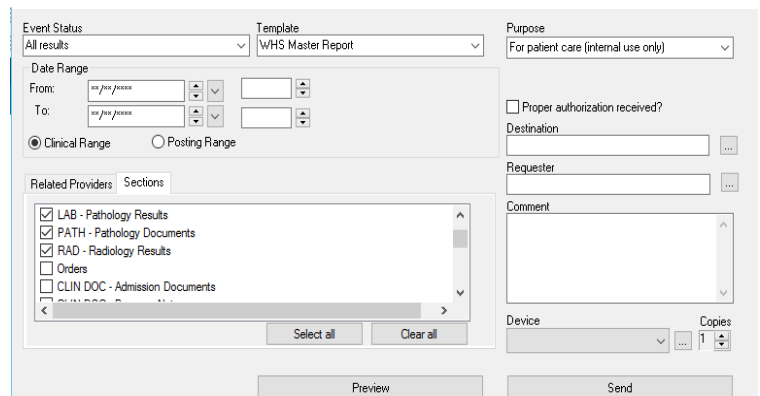5. To print the documents, you will need to choose the correct **Template** and **Purpose.**

> **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.
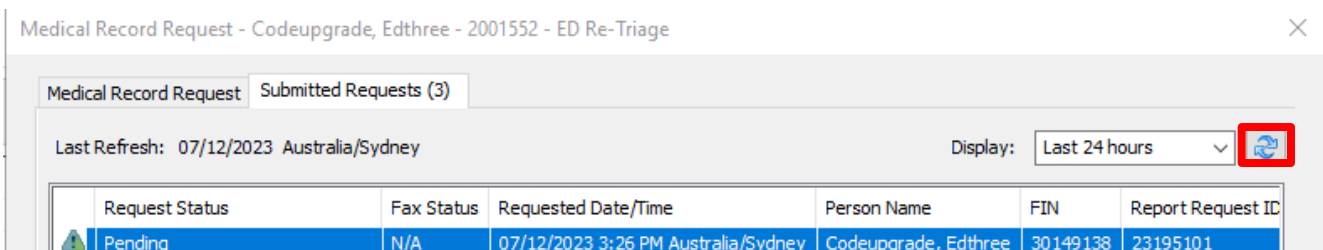

8. Click **Send** to print.

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.

9. 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

🔅 **Handy Hint – Preview**

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