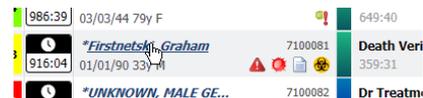# FirstNet – Printing Transfer Documentation

This Quick Reference Guide will explain how to:

Use Medical Record Request to print patient transfer documents.

1. Click on patient name in Launchpoint or Tracking Board to enter patient chart.
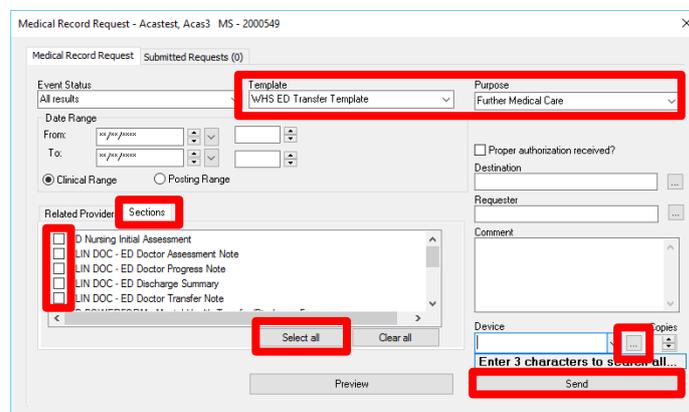
2. Whilst in the patient chart, click on medical record request

3. This opens the Medical Record Request window for your patient

   Select 'WHS ED Transfer' from template drop down list and select appropriate Purpose.

4. Select the **Sections** Tab in the window and either individually select which components you wish to print or simply click **Select All**.

5. 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

6. Click **Send** to print

   Note: For external transfers with complex medical and/or mental health requirements, for example Neurosurgical patients to RMH, select **WHS Master Report**. Select **clinical range** and **purpose**.
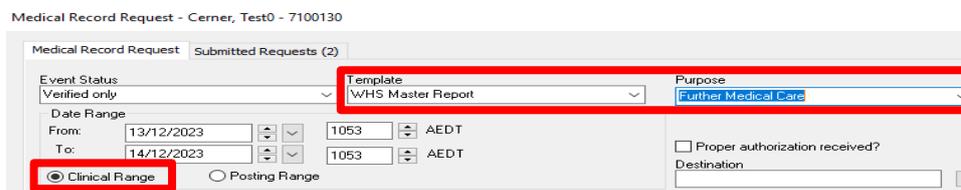
   💡 **Handy Hint – Preview**

   Use the preview button if you wish to preview the document instead of printing