

# PRINT TO PDF – Pathology / Radiology Women’s and Children Only



**Digital Health**  
CONNECTING BEST CARE

**Digital Health**  
Quick Reference Guide

## This Quick Reference Guide will explain how to:

1. [New clinic registration – mapping new clinic with an email](#)
2. [Updating email – mapping new email to existing clinic](#)
3. [Sending Radiology / Pathology requisition to mapped email as PDF](#)

## Definitions:

**PRINT TO PDF** – converting a print to PDF format (which otherwise would be printed as a physical paper copy)

## New clinic registration – mapping new clinic with an email

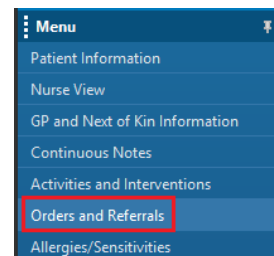
1. Complete OP Clinic Requests Template and complete appropriate options (this will advise the EMR team to add an email mapping)

## Updating email – mapping new email to existing clinic

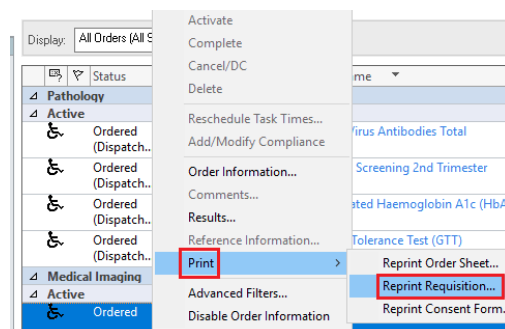
1. Complete OP Clinic Requests Template and complete appropriate options (this will advise the EMR team to update an email mapping)

## Sending Radiology / Pathology requisition to mapped email as PDF

1. Open “Orders and Referrals” from Patient’s Chart



2. Locate relevant Radiology or Pathology order and right mouse click
3. Select “Print” followed by “Reprint Requisition”



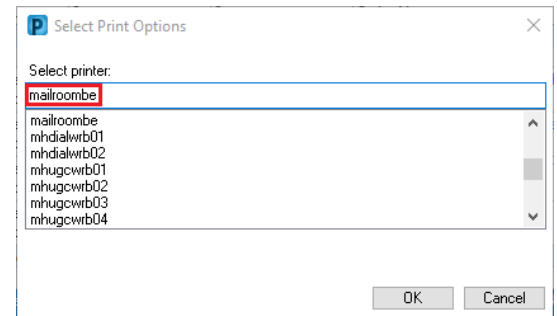
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4. Type “mailroombe” within the “Select Printer” field
5. Select “OK”



6. An email from [scripts@wh.org.au](mailto:scripts@wh.org.au) should land in the designated email address



## Handy Hint – Have not received the email?

Email should land in the mapped email address within 30 seconds. If it has not, please ensure the following:

- Email a test email with an attachment from your personal work email to the relevant email account
  - If received – contact [whs-dhpasteam@wh.org.au](mailto:whs-dhpasteam@wh.org.au) to check for any issues
  - If not received – contact [servicedesk@wh.org.au](mailto:servicedesk@wh.org.au) to check if there are any issues with the relevant email account