Printing - Documentation for Mental Health Transfer
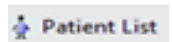
**Digital Health
CONNECTING BEST CARE**

**Digital Health
Quick Reference Guide**

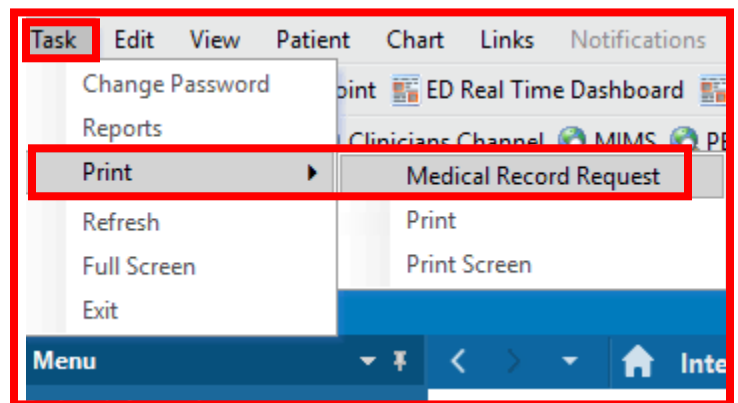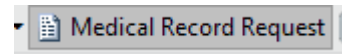**This Quick Reference Guide will explain how to:**

- Locate and use Medical Record Request (Master Report) to print patient transfer documents for Mental Health (MH) transfer

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Location and printing Medical Record Request (Master Report):
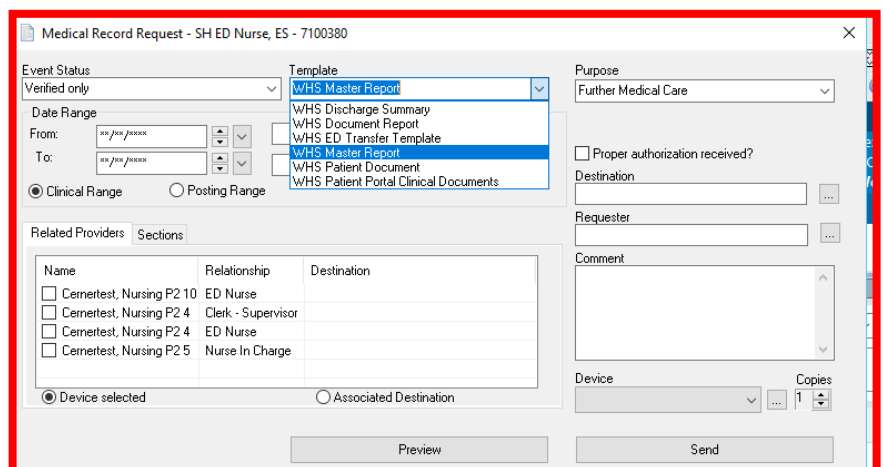
1. Open the patient chart via **Patient List** or **MRN search**
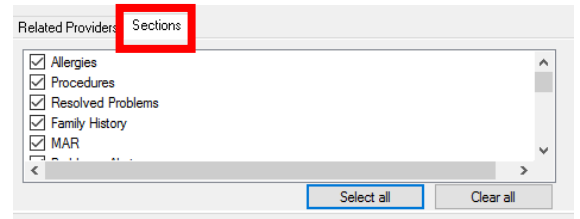
1. Master Reports can be obtained via the **'Medical Record Request'** button or

    Alternatively via '**Task' > 'Print'** at the top of the screen.

2. This will open the Medical Record Request window for the patient. Click on the '**WHS Master Report'** template from the drop down box selection

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3. Go to **Sections** window and either individually select which components to print, or click **Select All.**

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

5. 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
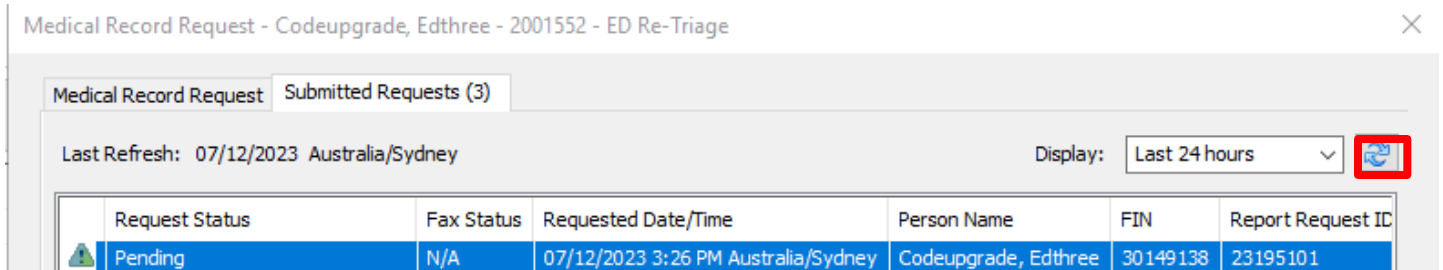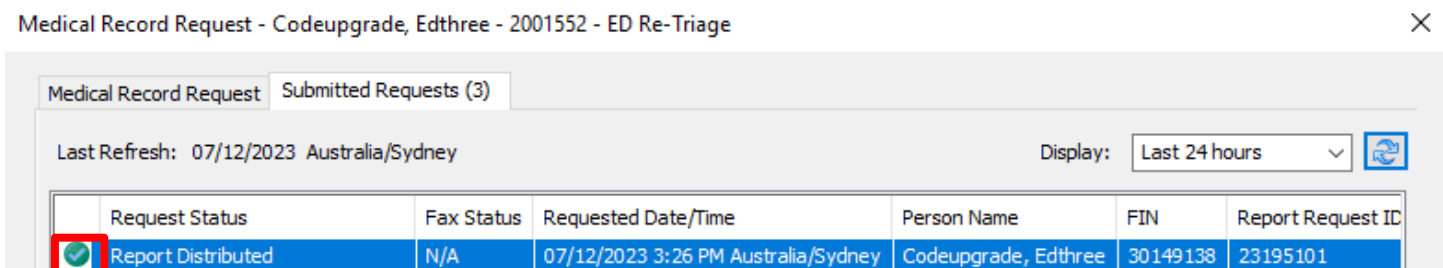
6. Click **Send** to print

> 💡 **Handy Hint – Preview**
> Use the preview button if you wish to preview the document instead of printing

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

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
Pending	N/A	07/12/2023 3:26 PM Australia/Sydney	Codeupgrade, Edthree	30149138	23195101

8. Status will change and a green tick will appear

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Request Status	Fax Status	Requested Date/Time	Person Name	FIN	Report Request ID
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> 💡 **Handy Hint – Preview**
> Double click on the highlighted row to open the document in the PDF format (if you wish to view the document).