1 Date Published:14/12/2023 Version: 1 Approved by: Kylee Ross

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'

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

Menu

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

Edit

Reports

Refresh Full Screen

Print

Exit

Task

View

Change Password

Patient

Þ

Event Status Verified only		emplate VHS Master Report	Purpose Further Medical Care ~
Date Range From: To:		VHS Discharge Summary VHS Document Report VHS ED Transfer Template VHS Master Report VHS Master Report VHS Patient Occument VHS Patient Portal Climical Documents	Proper authorization received? Destination
Related Providers Sections			Requester
Cernertest, Nursing P2 10	Clerk - Supervisor	Destination	Comment
	ED Nurse Nurse In Charge		~
Device selected		Associated Destination	Device Copies
		Preview	Send

Printing - Documentation for Mental Health Transfer

This Quick Reference Guide will explain how to:

(MH) transfer





Notifications

Inte



Links

oint 📲 ED Real Time Dashboard 🏽

Clinicians Channel C MIMS C PE

Medical Record Request

Chart

Print

Print Screen



Quick Reference Guide

Digital Health

Western Health 📢



Copies

1 📫

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

Related Providers	Sections					
Allergies Procedures Resolved Pro Family Histor MAR						^
					>	~
			Select all	Clear	all	

Enter 3 characters to search 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

Cerner Print Name	fh4wesmfd01-/Tray 1 to 3	
	. , ,	J
Follow me Print Name IP Address	FH-FollowMePrint 10.98.142.130	
IP Address	10.30.142.130	
👩 Hand	ly Hint – P	review
Use th	e preview bu	tton if you wish to
000 11		

 \mathbf{v}

Device

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

Clerk - Supervisor

O Associated Destination

Previe

Medica	Medical Record Request - Codeupgrade, Edthree - 2001552 - ED Re-Triage							
Medi	cal Record Request Submitted Req	uests (3)						
Last	Refresh: 07/12/2023 Australia/Sy	dney		Display:	Last 24 h	ours 🗸 🖉		
	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

Medical Record Request - Codeupgrade, Edthree - 2001552 - ED Re-Triage

Х

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 \bigcirc Report Distribute 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).