Printing Documentation - Individual Forms
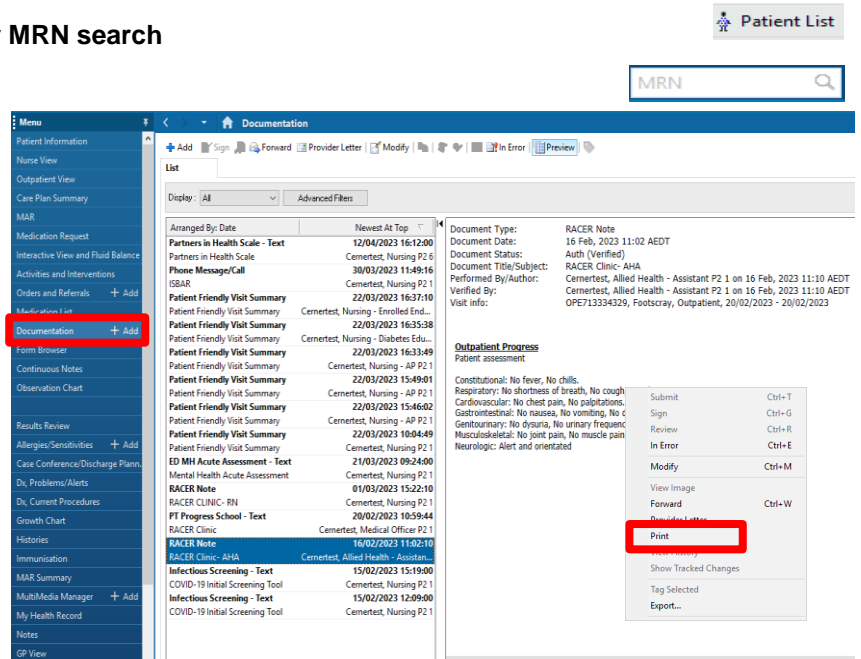
Digital Health
CONNECTING BEST CARE

Digital Health
Quick Reference Guide

This Quick Reference Guide will explain how to:
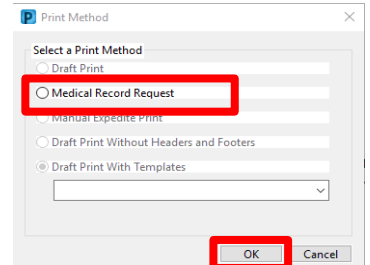
Print out individual forms in EMR

1. Open the patient chart via **Patient List** or **MRN search**

   Patient List

   MRN

2. Select **Documentation** from the Table of Contents (TOC) and select the document you wish to print. A preview of the document will be shown on the right side. Right click on the document and select **Print**
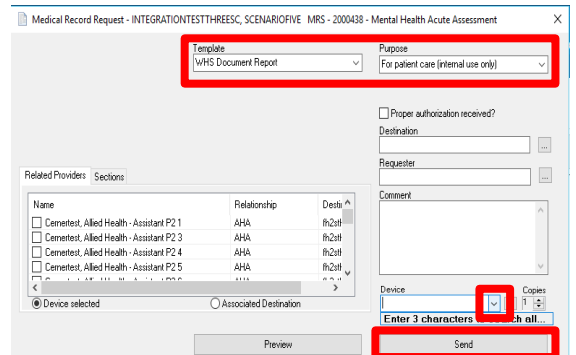

3. Printing Method window opens. Select Medical Record Request and click OK

4. Select 'WHS Document Report' from template drop down list and select appropriate Purpose.

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

6. 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

7. Click **Send** to print

💡 **Handy Hint – Preview**

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

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

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).