

Digital Health Quick Reference Guide

Printing Documentation - Individua Forms

This Quick Reference Guide will explain how to:

Print out individual forms in EMR

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

- Select 'WHS Document Report' from template drop down list 4. 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



Print Method

Handy Hint – Preview

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





Patient List

Ctrl+T Ctrl+G Ctrl+R Ctrl+E

Ctrl+M

CHILW

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

Medio	al Record Request - Codeupgrade,	Edthree - 20	01552 - ED Re-Triage			\times	
Me	dical Record Request Submitted Req	uests (3)					
Last Refresh: 07/12/2023 Australia/Sydney				Display: Last 24 hours V			
	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	

Status will change and a green tick will appear

N	Medical Record Request -	Codeupgrade, Edthree - 20	001552 - ED Re-Triage			>	K
	Medical Record Request	Submitted Requests (3)					
Last Refresh: 07/12/2023 Australia/Sydney			Display: Last 24 hours		ours 🗸 🔊	~ ~ <i>©</i>	
	Request Status	Fax Status	Requested Date/Time	Person Name	FIN	Report Request ID	
	Report Distributed	N/A	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).

Digital Health

ECTING BEST CARE

Digital Health Quick Reference Guide

