

Printing – Printing Prescription In Outpatient Clinics



Digital Health
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Digital Health
Quick Reference Guide

This Quick Reference Guide will explain how to:

Print prescriptions in Outpatient Clinics



This guide only applies to consultation rooms in the following locations:

- Sunshine Hospital: Pod 1 - 4
- Footscray Hospital: Level 1 & 2

1. Identify the “Prescriptions Queue Name”

This information is physically listed on the printer adjacent to the computer.

Windows Print Queue Name	SH-LVG-POD1-PBS-02
Prescriptions Queue Name	SH-POD1-ROOM1-PRESCRIPTION
IP Address	10.98.74.115
EMR Print Queue Name	shoutpbs11

2. Before you “Sign” the prescription order on the “Orders and Referrals” page:

2.A. Select the “-PRESCRIPTION” printer in the “Send To” menu

If the printer is not listed

2.B. You may locate the printer under “More Printers”

3. Click Sign

4. Collect the printed prescriptions

The screenshot shows the 'Orders for Signature' window. The 'Send To' dropdown menu is open, showing 'SH-POD1-ROOM2-PRESCRIPTION on SHPRINT4 (from WH189411) in session 282' selected. A 'More Printers' button is highlighted. A 'Sign' button is visible at the bottom right. Red circles and boxes highlight the 'Send To' menu, the 'More Printers' button, and the 'Sign' button.



Further information

For further information on prescribing please refer to the [QRG “Medications – Outpatient Prescribing”](#) on the [Digital Health Website \(digitalhealth.wh.org.au\)](https://digitalhealth.wh.org.au).