ONE McLAREN

CERNER FLASH

08/14/2018

Physician – Medical Record Printing

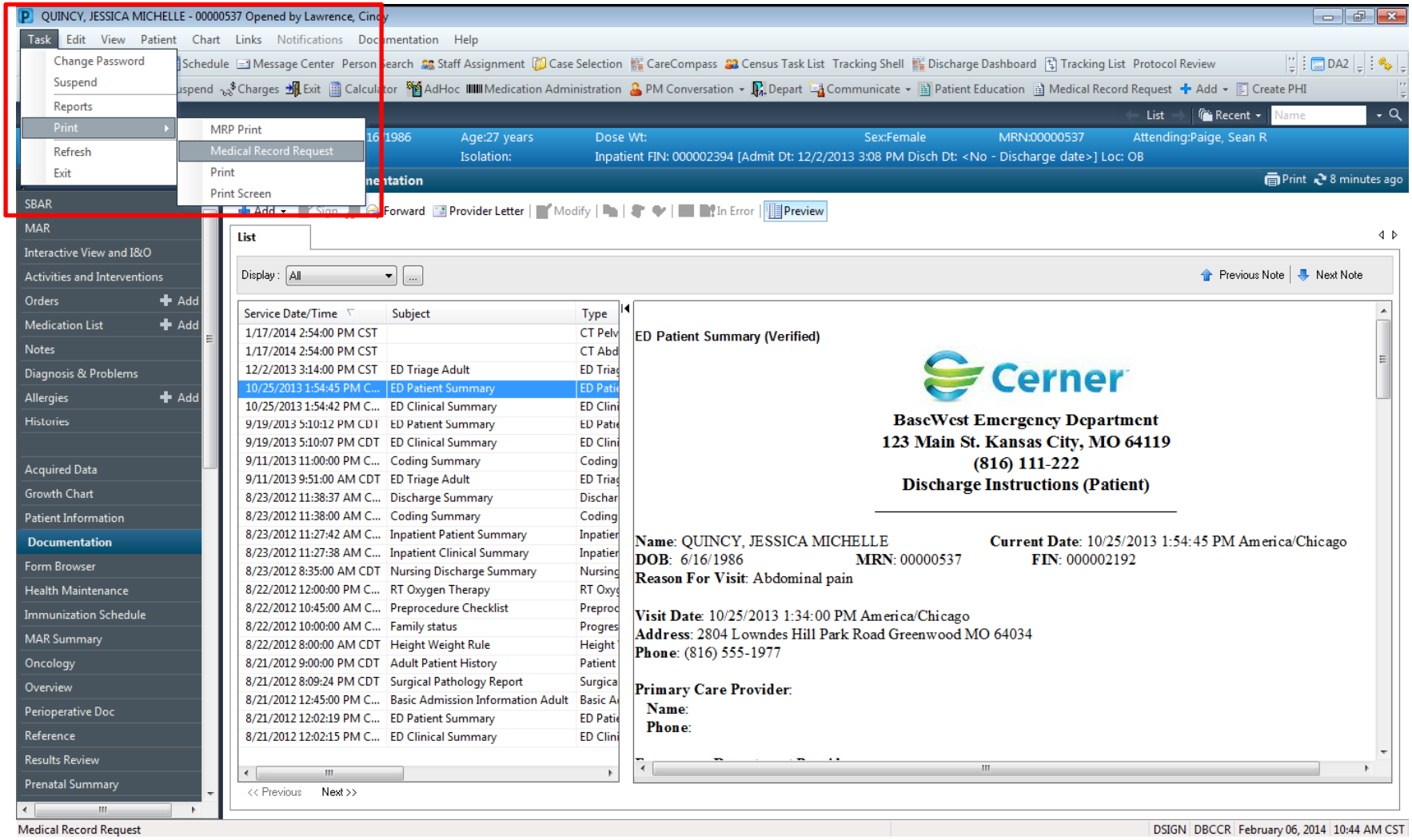
All physicians should now have the ability to print using the Medical Record Request process. This includes Lab Result generation and single documents from the medical record. This will allow physicians to print to their local printer in the clinical office.

Please refer to the attached job aides for specific details.

How to Use Medical Record Request

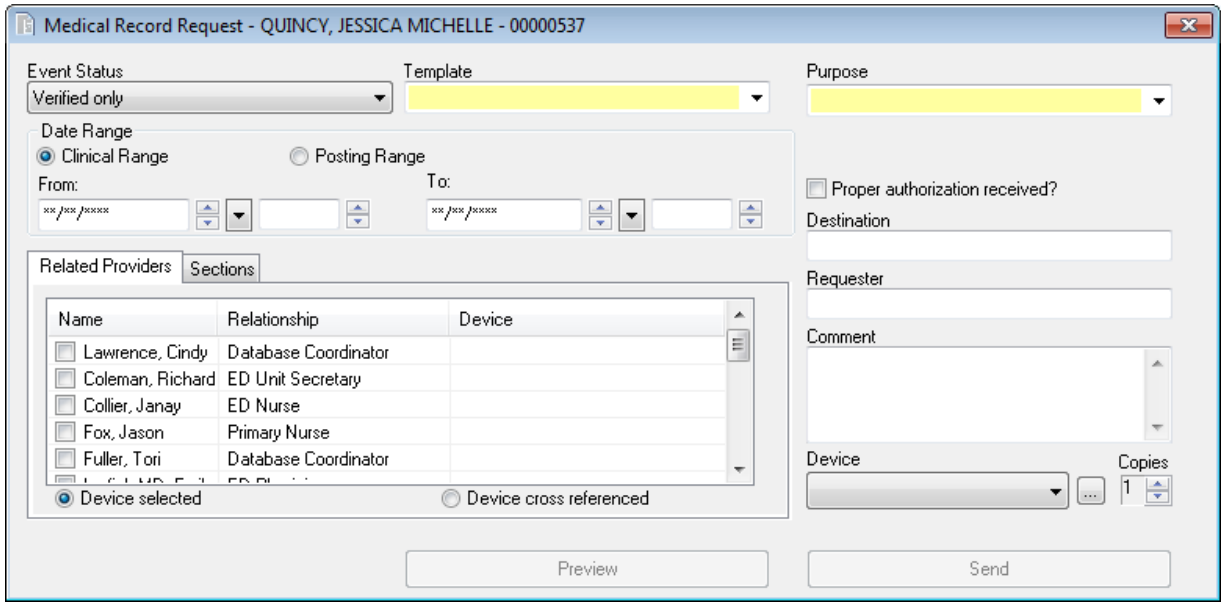
SUMMARY: Medical Record Request is an application found within PowerChart and FirstNet. The tool is used to generate Encounter level reports per patient. You need to be in the patients chart for which you are intending to generate a report.

To access this functionality, select Task > Print > Medical Record Request

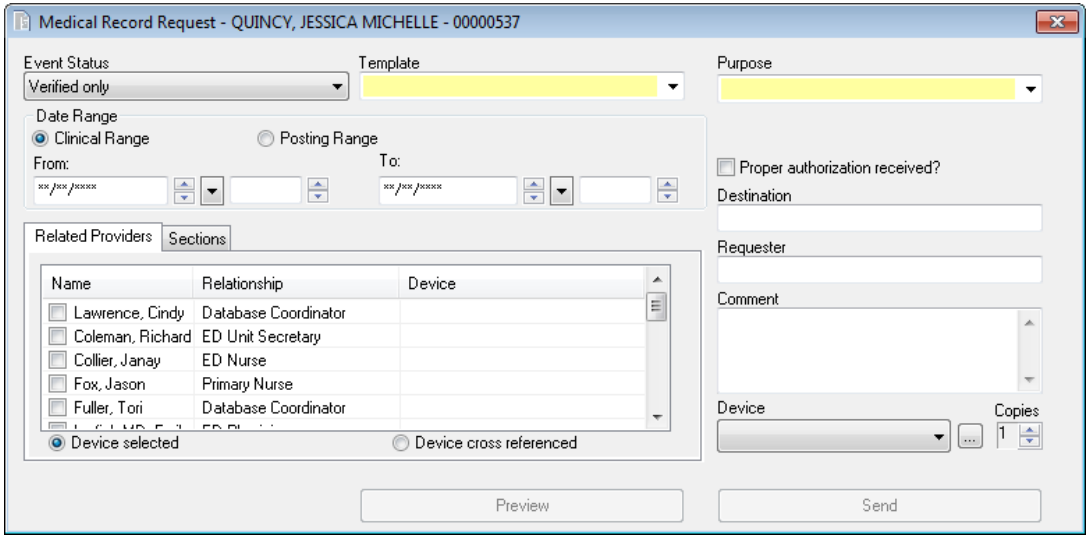


FIELD INFORMATION:

All yellow fields are required to generate a report.
NOTE: Your screen may not include all the below features depending on your domain's code level and your position's security settings.



- Event Status: Determines which results/documents will generate as part of the report
  - *Verified only*:* This option would include all published results considered authenticated, verified, or modified.
  - *Verified and Pending:* This option includes all published results considered verified, modified, in-progress, unauthenticated, transcribed, or transcribed-corrected.
  - *All Results:* This option includes all published results in any defined status including in-error.
    *Verified Only will be your primary Status selection
- Template: This is a required field. You will need to choose the template from the drop down that is best used for your intent/workflow. The available templates will vary based on your user position.
- Purpose: This is a required field. There are several options that can be selected here. Most frequently, you should likely be selecting "Continued Medical Care.



- Date Range: This allows the user to specify if all or part of the patient chart is needed.
  - Not specifying a date range will include the entire encounter.
  - If a date range is selected, then the user has the ability to select a specified time WITHIN the encounter. For example, if the patient has a long encounter and only the last three days of information are needed, the user would simply need to fill in the date and time necessary.

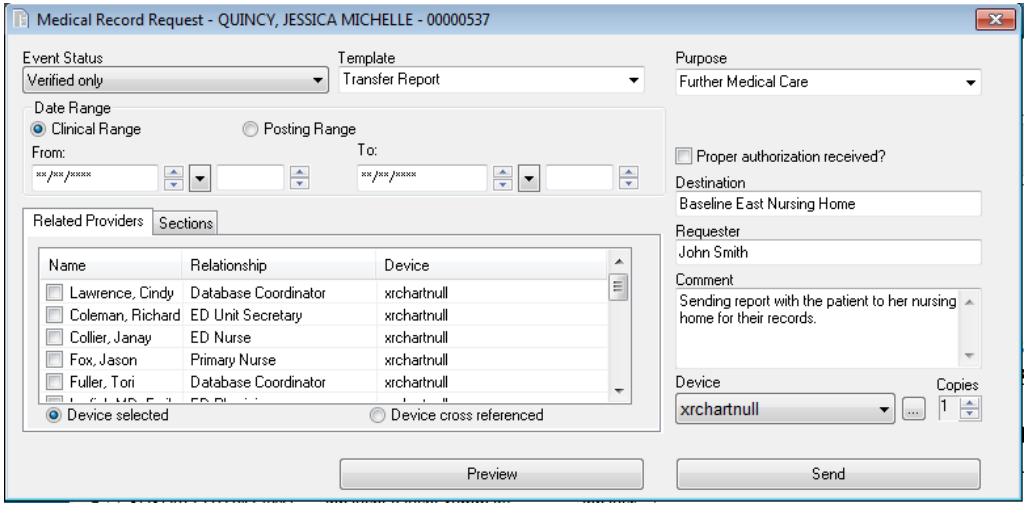
- Ranges
  - *Clinical Range*:* Will include all clinically relevant information on the patients encounter. This is selected by default.
  - *Posting Range:* Will only include information that was posted during the designated date/time selected. Meaning, if a result was signed AFTER the date range selected, then the result would not print.
    *Clinical Range should always be your selection

- Optional Fields: These are free text fields that are not required for the print functionality to work, but be sure to verify with your facility if there is any policy on how and when to fill out these fields. They will not display on the actual report; just on the monitoring tools used for troubleshooting.
  - Destination: Where is the report headed (another facility, with the patient, patient's family, etc.)
  - Requester: Person who has requested the paper copy of the report or who is producing the paper copy.
  - Comment: Any other information that may be necessary to note for the request.

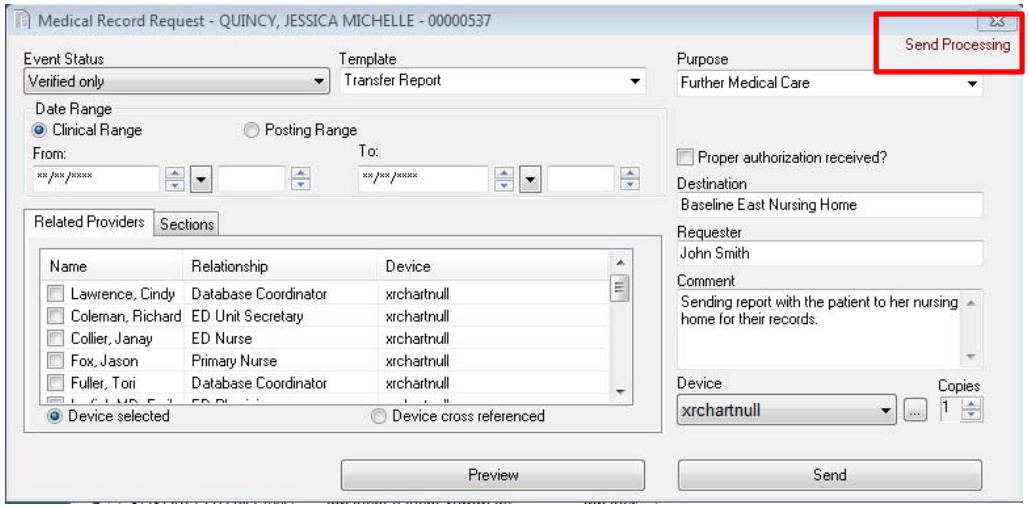
- Device: select your printer or fax station that report will be sent to.

STEPS: Be sure to have the correct patient's chart open before moving forward.

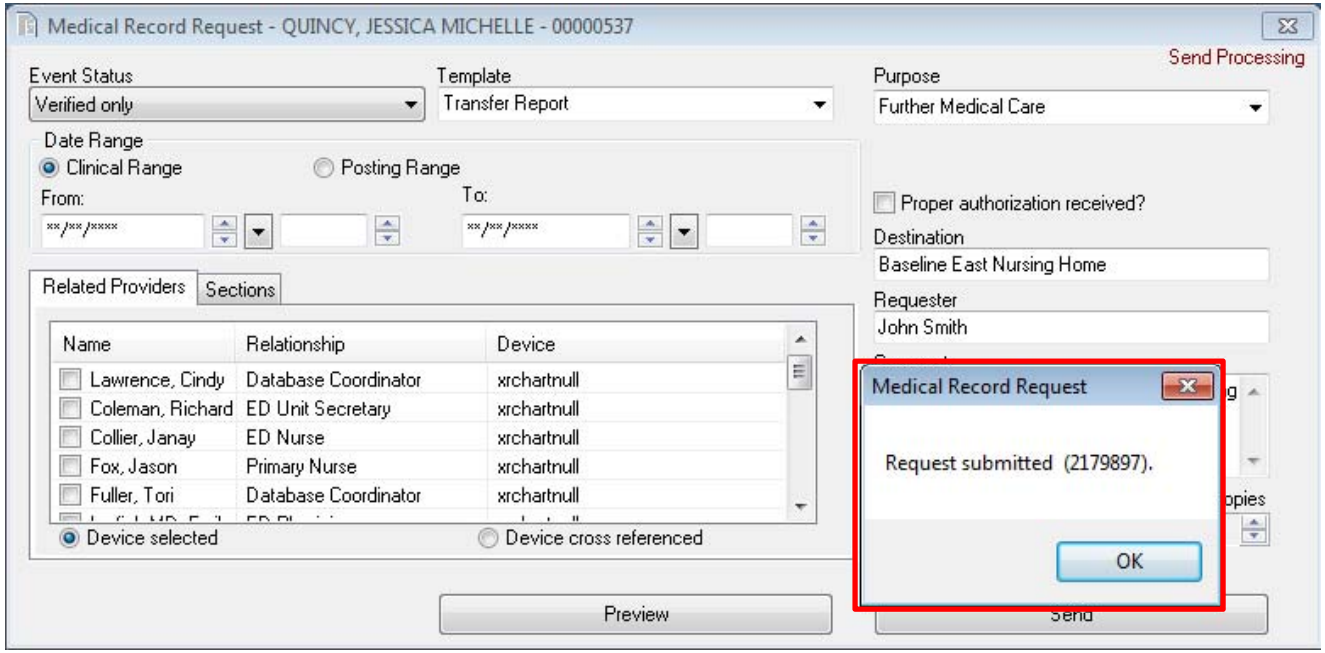
1. Select Task > Print > Medical Record Request
2. Fill out the appropriate fields. It may look similar to the following:



3. Once you have the appropriate fields filled out, select "Send" to print.
   a. Make sure to only hit "Send" once. If it is a large report, it may take more time.
   b. When the report is processing, there will be a "Send Processing" message in the top right of the dialog box:



4. When the request is complete, there will be a pop up like the following: NOTE: This means the report has been submitted and is now generating. Depending on the size of the report, it could take several seconds to a few minutes to print at the device.

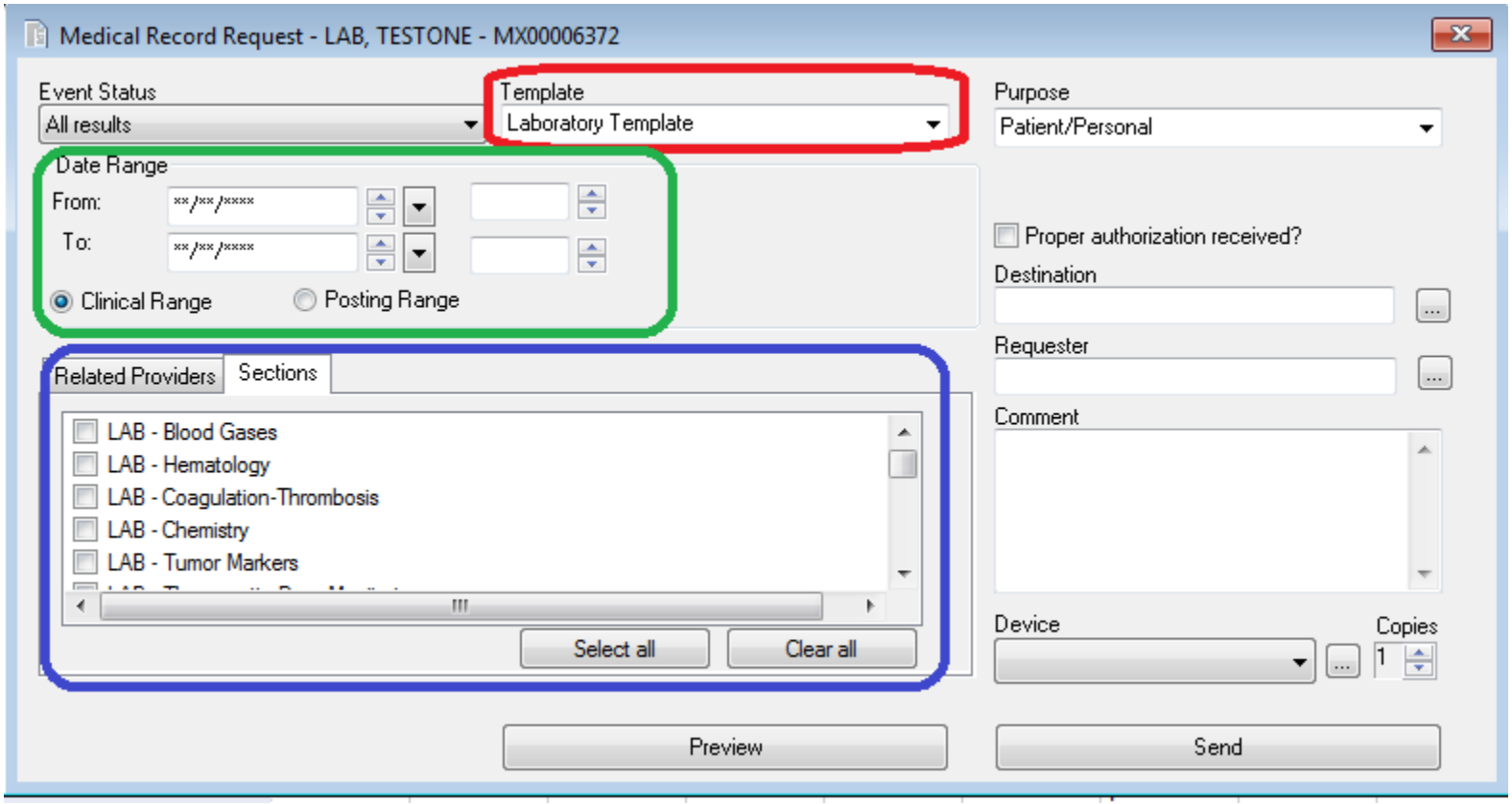


5. Select “OK” and close out of the box if you have no other reports to print for this patient.

Printing Laboratory Results

Individual result printing is not currently available through MRR. You can narrow down your results by selecting specific lab sections and applying date/time ranges.

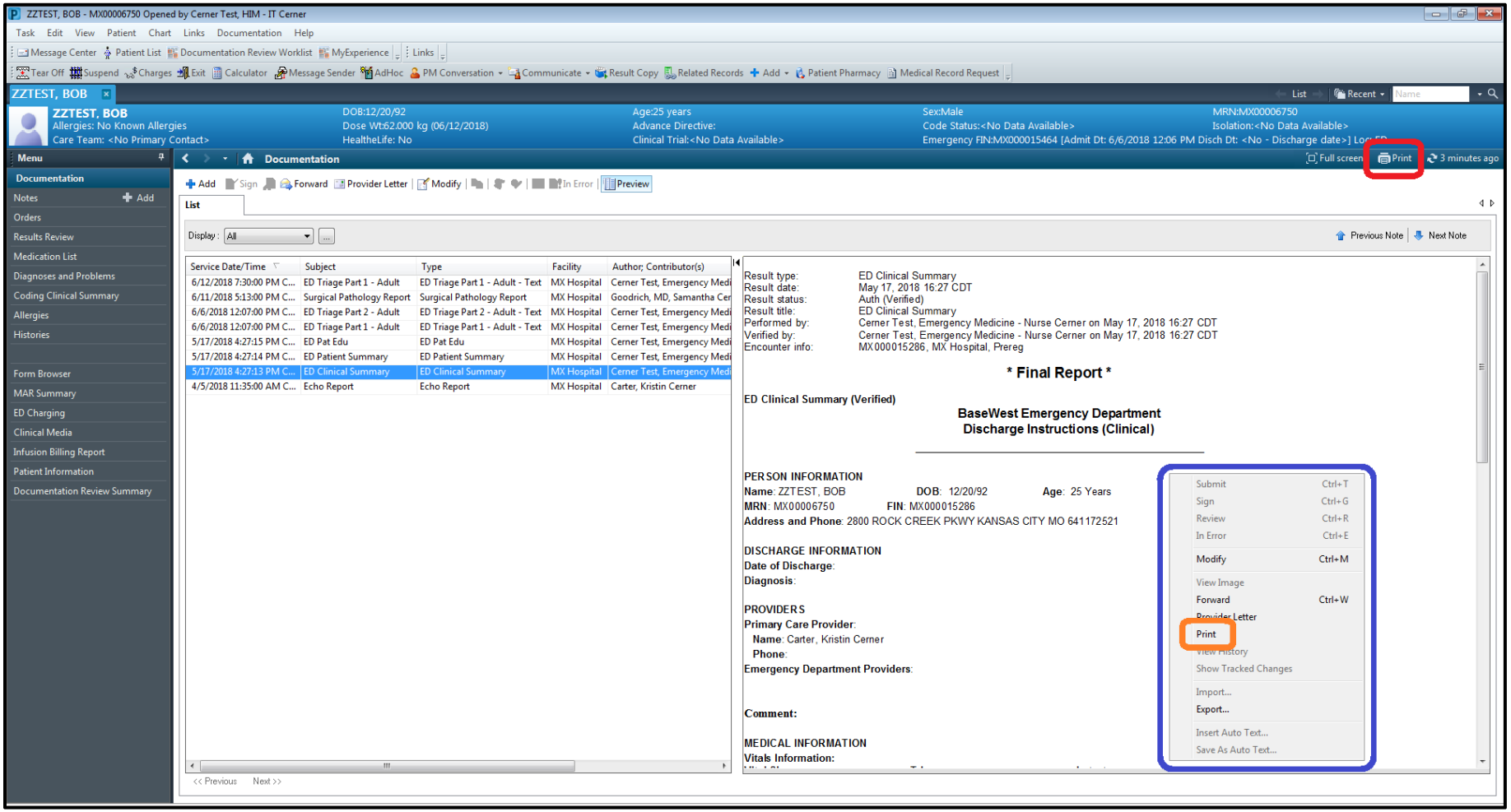
- Select the **Laboratory Template** within the Template menu. Printing at this level will generate all lab results present on this encounter
- (Optional) Selecting/deselecting different **Sections** will either include or exclude results of that type from being generated.
- (Optional) Specifying a **Date Range** will limit the results which are returned to only those that fall within that range.
- See **Step 3** when you are ready to Send the report



Generating a Single Document from Powerchart

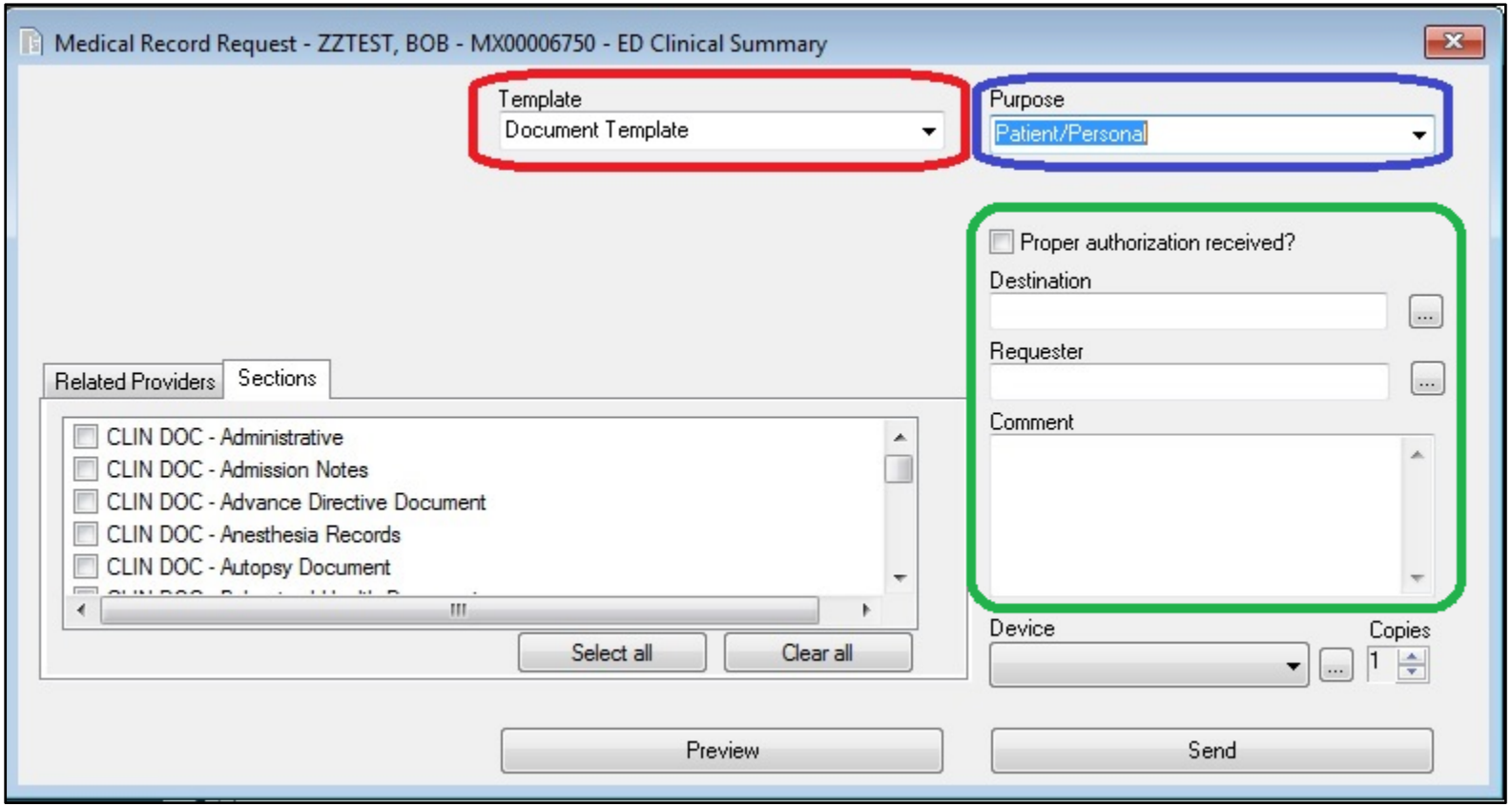
SUMMARY: PRINTING/FAXING OF SINGLE DOCUMENTS IS POSSIBLE THROUGH MEDICAL RECORD REQUEST (MRR) WITHIN POWERCHART. THIS IS PREFEREABLE TO SCREEN/DRAFT PRINTING SINCE DOCUMENTS GENERATED THROUGH MRR ARE TRACKED AND FORMATED.

1. ~~To access this functionality,~~Open the document that you wish to print. Either **right click** within the document and select **Print** or click **Print** next to the refresh button.

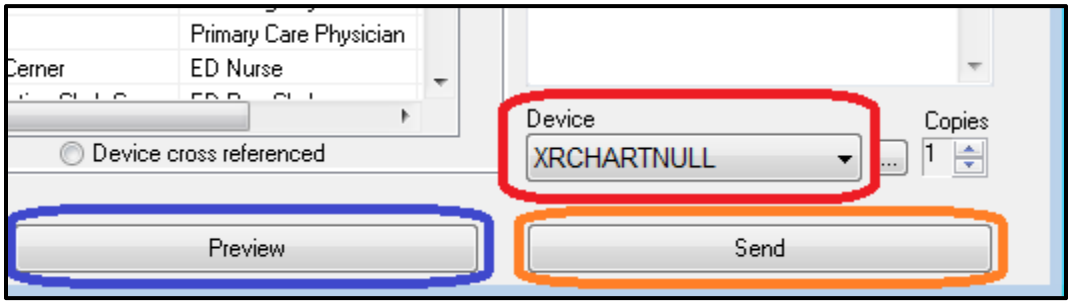


2. Select **Document Template** from the Template drop down menu.
3. Choose a **Purpose** from the menu. This is a ***required*** field. It will automatically populate with the last selection you choose.
4. '**Proper authorization received?**', **Destination**, **Requestor**, and **Comment** fields are ***not required***.

NOTE: You should not need to select a Section as only the relevant section for the open document should qualify.



5. You may **Preview** the report prior to printing or faxing.

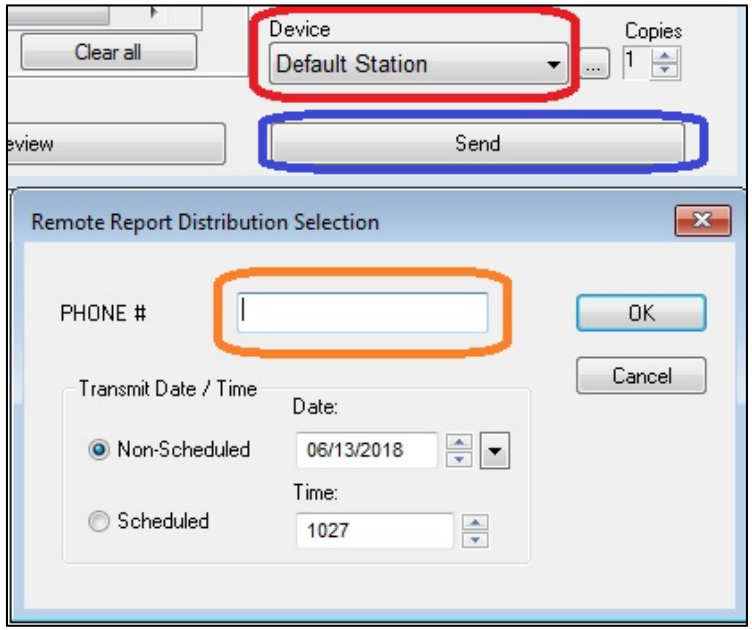


6. Select the desired printer or fax station under the **Device** menu

~~6.~~7. Click and click **Send** to request the document.

Manual Faxing:

Select the **Default Station** under the **Device** menu. Key in the fax number within the **Phone #** field in the RRD dialogue box and select OK. Click **Send** to initiate the fax.



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