



CERNER FLASH

08/14/2018

Physician - Medical Record Printing

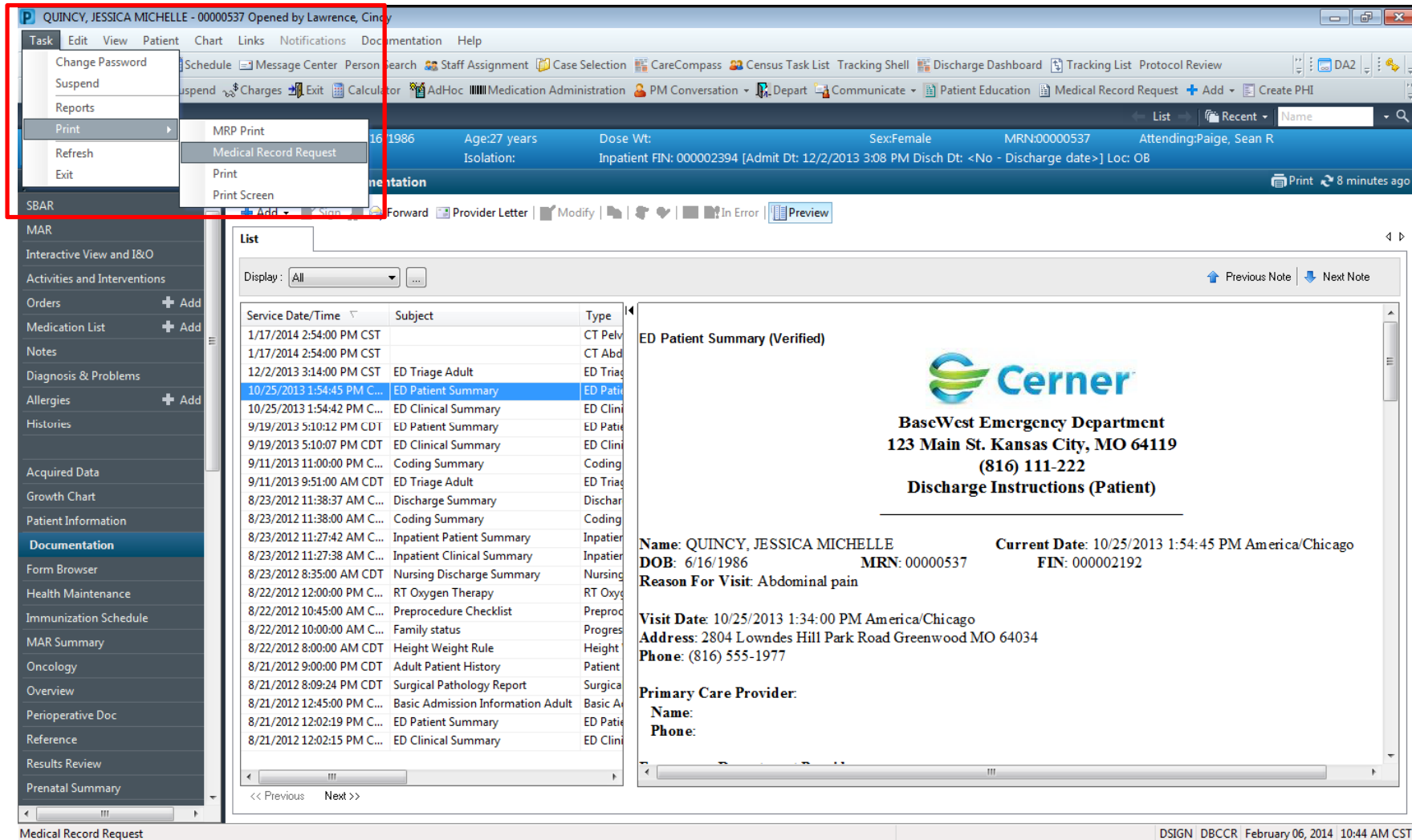
All physicians should now have the ability to print using the Medical Record Request process. This includes Lab Result generation and single documents from the medical record. This will allow physicians to print to their local printer in the clinical office.

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



The screenshot shows the Cerner PowerChart interface for patient QUINCY, JESSICA MICHELLE (MRN: 00000537). The 'Task' menu is open, showing the path: Task > Print > Medical Record Request. The patient's demographic information is displayed: Age: 27 years, Sex: Female, MRN: 00000537, and Attending: Paige, Sean R.

The 'List' view shows a table of medical encounters. The selected entry is:

| Service Date/Time | Subject | Type |
|----------------------------|-----------------------------------|-----------|
| 1/17/2014 2:54:00 PM CST | | CT Pelv |
| 1/17/2014 2:54:00 PM CST | | CT Abd |
| 12/2/2013 3:14:00 PM CST | ED Triage Adult | ED Tria |
| 10/25/2013 1:54:45 PM C... | ED Patient Summary | ED Pati |
| 10/25/2013 1:54:42 PM C... | ED Clinical Summary | ED Clini |
| 9/19/2013 5:10:12 PM CDT | ED Patient Summary | ED Patie |
| 9/19/2013 5:10:07 PM CDT | ED Clinical Summary | ED Clini |
| 9/11/2013 11:00:00 PM C... | Coding Summary | Coding |
| 9/11/2013 9:51:00 AM CDT | ED Triage Adult | ED Tria |
| 8/23/2012 11:38:37 AM C... | Discharge Summary | Dischar |
| 8/23/2012 11:38:00 AM C... | Coding Summary | Coding |
| 8/23/2012 11:27:42 AM C... | Inpatient Patient Summary | Inpatient |
| 8/23/2012 11:27:38 AM C... | Inpatient Clinical Summary | Inpatient |
| 8/23/2012 8:35:00 AM CDT | Nursing Discharge Summary | Nursing |
| 8/22/2012 12:00:00 PM C... | RT Oxygen Therapy | RT Oxyg |
| 8/22/2012 10:45:00 AM C... | Preprocedure Checklist | Preproc |
| 8/22/2012 10:00:00 AM C... | Family status | Progres |
| 8/22/2012 8:00:00 AM CDT | Height Weight Rule | Height |
| 8/21/2012 9:00:00 PM CDT | Adult Patient History | Patient |
| 8/21/2012 8:09:24 PM CDT | Surgical Pathology Report | Surgica |
| 8/21/2012 12:45:00 PM C... | Basic Admission Information Adult | Basic A |
| 8/21/2012 12:02:19 PM C... | ED Patient Summary | ED Patie |
| 8/21/2012 12:02:15 PM C... | ED Clinical Summary | ED Clini |

The patient summary report for the selected encounter (10/25/2013 1:54:45 PM) is displayed, including the Cerner logo and BaseWest Emergency Department contact information:

BaseWest Emergency Department
 123 Main St. Kansas City, MO 64119
 (816) 111-222
Discharge Instructions (Patient)

Name: QUINCY, JESSICA MICHELLE **Current Date:** 10/25/2013 1:54:45 PM America/Chicago
DOB: 6/16/1986 **MRN:** 00000537 **FIN:** 000002192
Reason For Visit: Abdominal pain

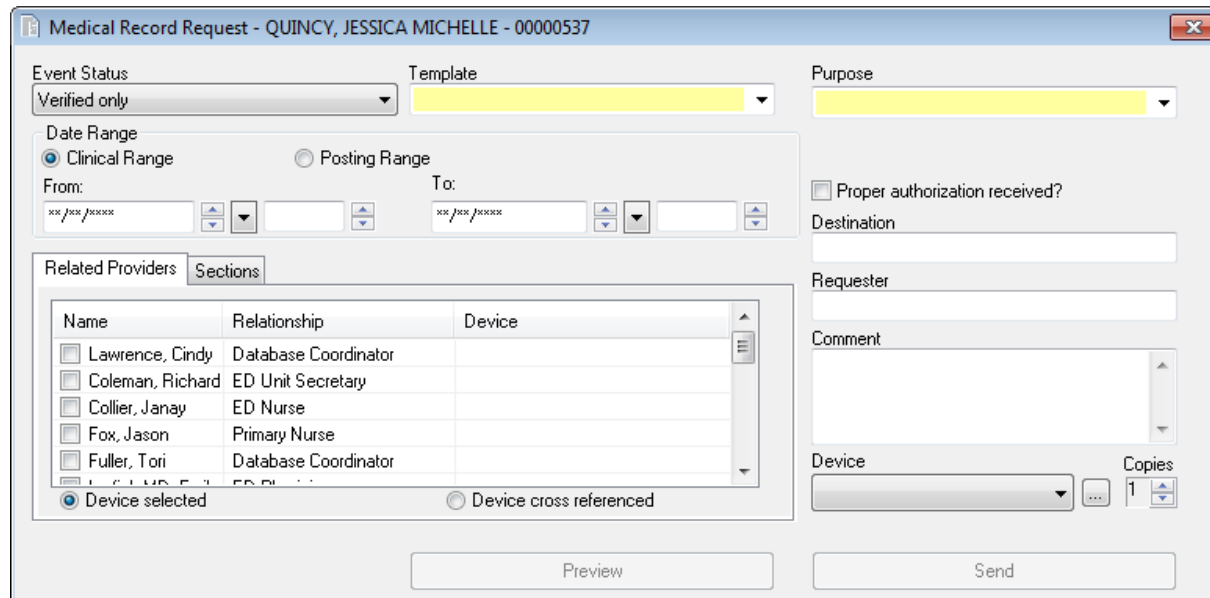
Visit Date: 10/25/2013 1:34:00 PM America/Chicago
Address: 2804 Lowndes Hill Park Road Greenwood MO 64034
Phone: (816) 555-1977

Primary Care Provider:
Name:
Phone:

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.



Medical Record Request - QUINCY, JESSICA MICHELLE - 00000537

Event Status: Verified only

Template: [Yellow]

Purpose: [Yellow]

Date Range:

 Clinical Range

 Posting Range

 From: [Masked] To: [Masked]

Related Providers

| Name | Relationship | Device |
|---|----------------------|--------|
| <input type="checkbox"/> Lawrence, Cindy | Database Coordinator | |
| <input type="checkbox"/> Coleman, Richard | ED Unit Secretary | |
| <input type="checkbox"/> Collier, Janay | ED Nurse | |
| <input type="checkbox"/> Fox, Jason | Primary Nurse | |
| <input type="checkbox"/> Fuller, Tori | Database Coordinator | |

Device selected

 Device cross referenced

Proper authorization received?

Destination: [Text Box]

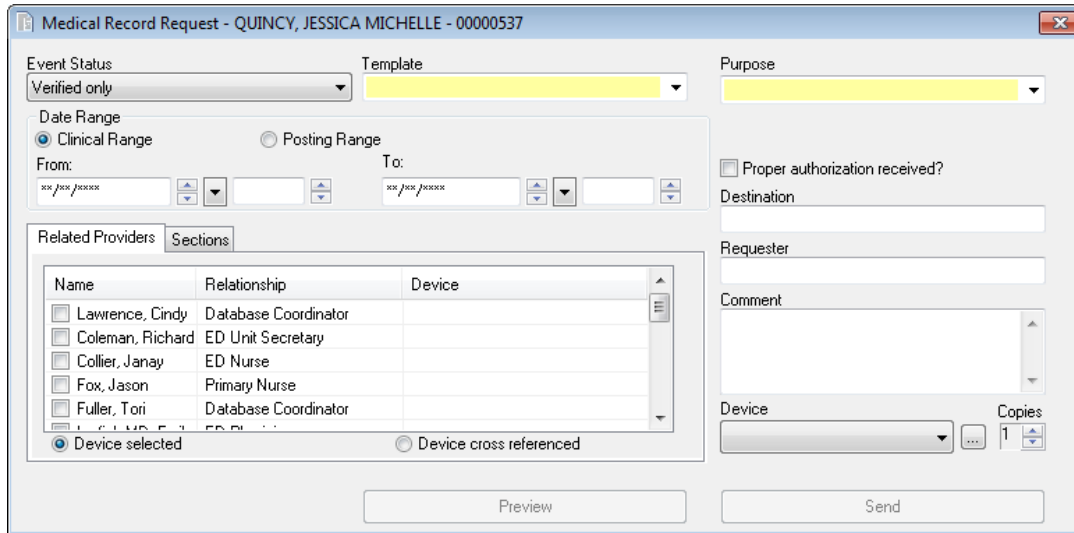
Requester: [Text Box]

Comment: [Text Area]

Device: [Dropdown] Copies: 1

Preview Send

- **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."



Medical Record Request - QUINCY, JESSICA MICHELLE - 00000537

Event Status: Verified only | Template: | Purpose: |

Date Range: Clinical Range Posting Range

From: | To: |

Related Providers

| Name | Relationship | Device |
|---|----------------------|--------|
| <input type="checkbox"/> Lawrence, Cindy | Database Coordinator | |
| <input type="checkbox"/> Coleman, Richard | ED Unit Secretary | |
| <input type="checkbox"/> Collier, Janay | ED Nurse | |
| <input type="checkbox"/> Fox, Jason | Primary Nurse | |
| <input type="checkbox"/> Fuller, Tori | Database Coordinator | |

Device selected Device cross referenced

Proper authorization received?

Destination: | Requester: | Comment: |

Device: | Copies: 1

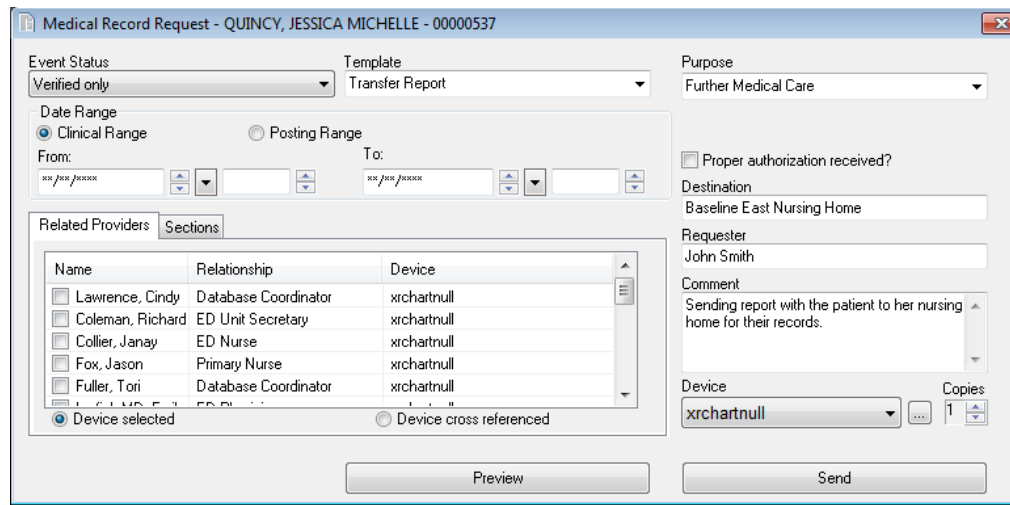
Preview | Send

- **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:



Medical Record Request - QUINCY, JESSICA MICHELLE - 00000537

Event Status: Verified only | Template: Transfer Report | Purpose: Further Medical Care

Date Range: Clinical Range Posting Range

From: [Date] | To: [Date]

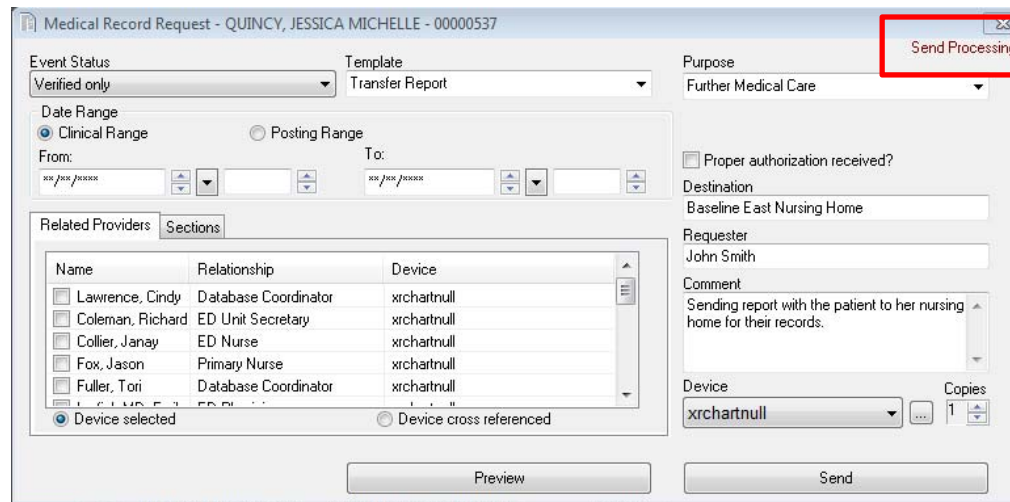
| Name | Relationship | Device |
|---|----------------------|-------------|
| <input type="checkbox"/> Lawrence, Cindy | Database Coordinator | xrchartnull |
| <input type="checkbox"/> Coleman, Richard | ED Unit Secretary | xrchartnull |
| <input type="checkbox"/> Collier, Janay | ED Nurse | xrchartnull |
| <input type="checkbox"/> Fox, Jason | Primary Nurse | xrchartnull |
| <input type="checkbox"/> Fuller, Tori | Database Coordinator | xrchartnull |

Requester: John Smith | Comment: Sending report with the patient to her nursing home for their records.

Device: xrchartnull | Copies: 1

Buttons: Preview, Send

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:



Medical Record Request - QUINCY, JESSICA MICHELLE - 00000537

Event Status: Verified only | Template: Transfer Report | Purpose: Further Medical Care

Date Range: Clinical Range Posting Range

From: [Date] | To: [Date]

| Name | Relationship | Device |
|---|----------------------|-------------|
| <input type="checkbox"/> Lawrence, Cindy | Database Coordinator | xrchartnull |
| <input type="checkbox"/> Coleman, Richard | ED Unit Secretary | xrchartnull |
| <input type="checkbox"/> Collier, Janay | ED Nurse | xrchartnull |
| <input type="checkbox"/> Fox, Jason | Primary Nurse | xrchartnull |
| <input type="checkbox"/> Fuller, Tori | Database Coordinator | xrchartnull |

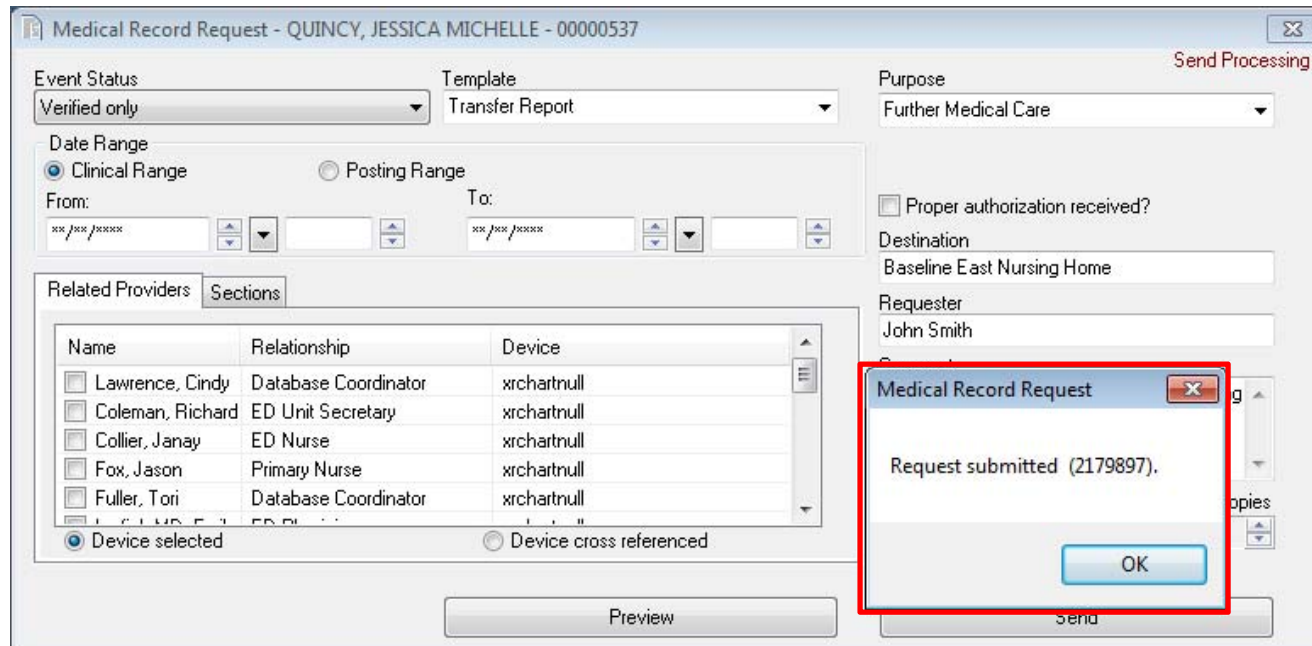
Requester: John Smith | Comment: Sending report with the patient to her nursing home for their records.

Device: xrchartnull | Copies: 1

Buttons: Preview, Send

Send Processing

- 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.

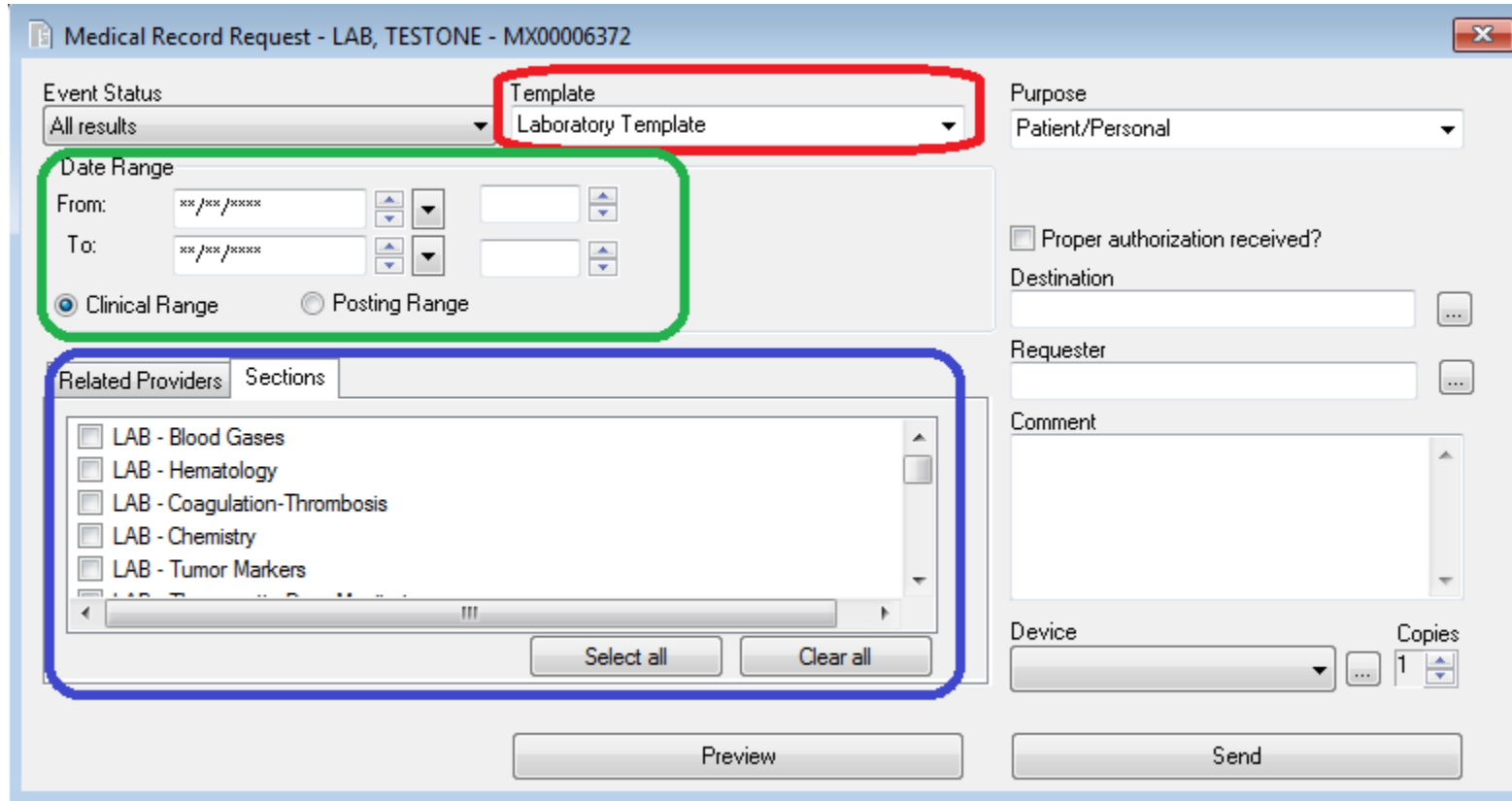


- Select "OK" and close out of the box if you have no other reports to print for this patient.

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



Medical Record Request - LAB, TESTONE - MX00006372

Event Status: All results

Template: Laboratory Template

Purpose: Patient/Personal

Date Range:

From: / /

To: / /

Clinical Range Posting Range

Related Providers: Sections

- LAB - Blood Gases
- LAB - Hematology
- LAB - Coagulation-Thrombosis
- LAB - Chemistry
- LAB - Tumor Markers

Select all Clear all

Proper authorization received?

Destination:

Requester:

Comment:

Device: Copies: 1

Preview Send

Generating a Single Document from Powerchart

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

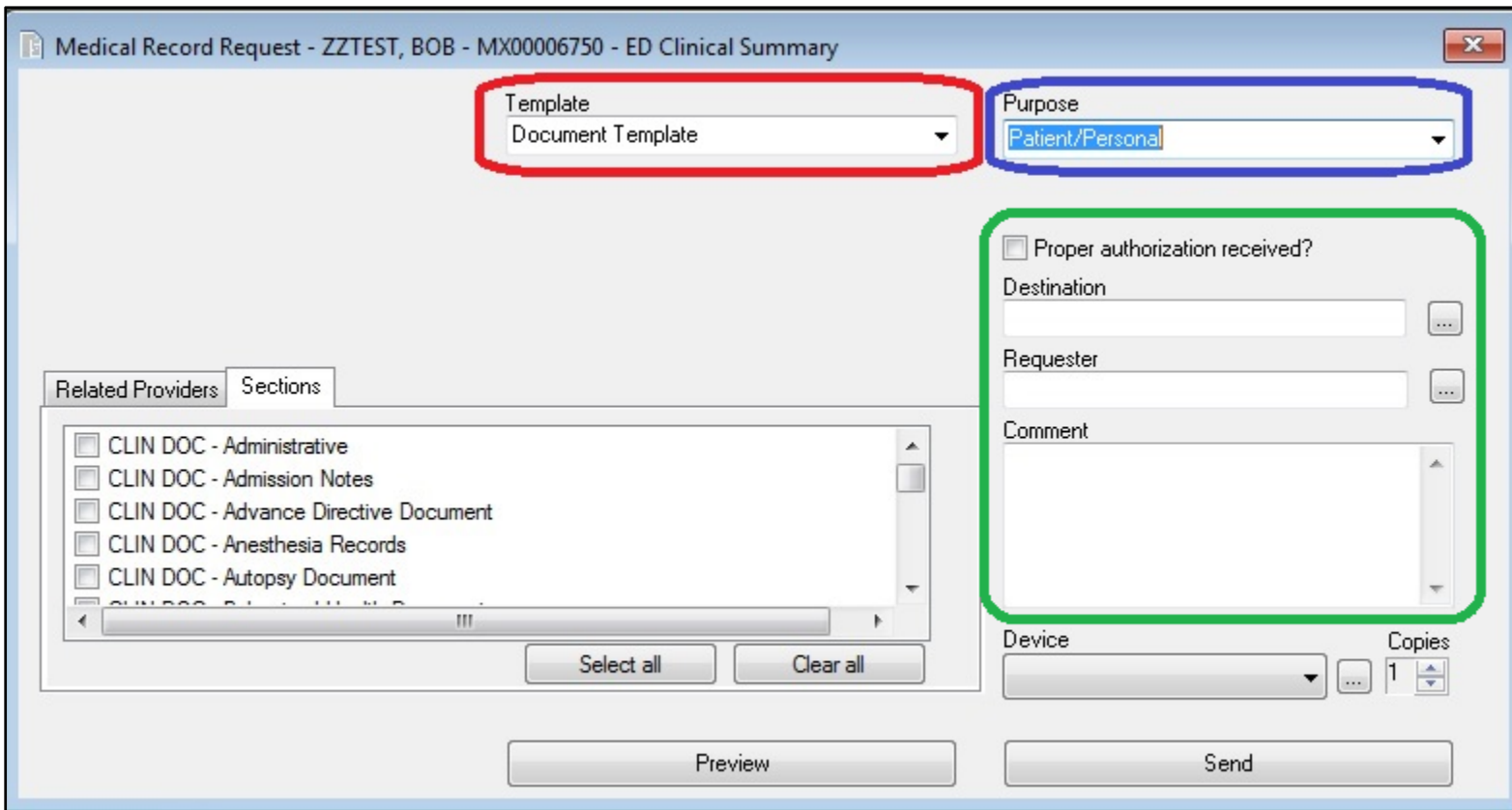
1. To access this functionality, Open the document that you wish to print. Either right click within the document and select Print or click Print next to the refresh button.

The screenshot displays the Cerner PowerChart interface for patient ZZTEST, BOB. The top navigation bar includes options like 'Task', 'Edit', 'View', 'Patient', 'Chart', 'Links', and 'Documentation'. The patient information bar shows DOB: 12/20/92, Age: 25 years, Sex: Male, and MRN: MX00006750. The left sidebar contains a 'Menu' with various document types such as 'Notes', 'Orders', 'Results Review', and 'Documentation Review Summary'. The main area shows a 'List' of documents with columns for Service Date/Time, Subject, Type, Facility, and Author/Contributor(s). The selected document is an 'ED Clinical Summary' from 5/17/2018 4:27:13 PM C... by Carter, Kristin Cerner. The right-hand preview area shows the document content, including a title '* Final Report *' and 'BaseWest Emergency Department Discharge Instructions (Clinical)'. A red box highlights the 'Print' button in the top right corner of the preview area, and a blue box highlights the 'Print' button in the right-hand sidebar menu.

| Service Date/Time | Subject | Type | Facility | Author/Contributor(s) |
|---------------------------|---------------------------|---------------------------------|-------------|-----------------------------|
| 6/12/2018 7:30:00 PM C... | ED Triage Part 1 - Adult | ED Triage Part 1 - Adult - Text | MX Hospital | Cerner Test, Emergency Medi |
| 6/11/2018 5:13:00 PM C... | Surgical Pathology Report | Surgical Pathology Report | MX Hospital | Goodrich, MD, Samantha Cer |
| 6/6/2018 12:07:00 PM C... | ED Triage Part 2 - Adult | ED Triage Part 2 - Adult - Text | MX Hospital | Cerner Test, Emergency Medi |
| 6/6/2018 12:07:00 PM C... | ED Triage Part 1 - Adult | ED Triage Part 1 - Adult - Text | MX Hospital | Cerner Test, Emergency Medi |
| 5/17/2018 4:27:15 PM C... | ED Pat Edu | ED Pat Edu | MX Hospital | Cerner Test, Emergency Medi |
| 5/17/2018 4:27:14 PM C... | ED Patient Summary | ED Patient Summary | MX Hospital | Cerner Test, Emergency Medi |
| 5/17/2018 4:27:13 PM C... | ED Clinical Summary | ED Clinical Summary | MX Hospital | Cerner Test, Emergency Medi |
| 4/5/2018 11:35:00 AM C... | Echo Report | Echo Report | MX Hospital | Carter, Kristin Cerner |

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***.

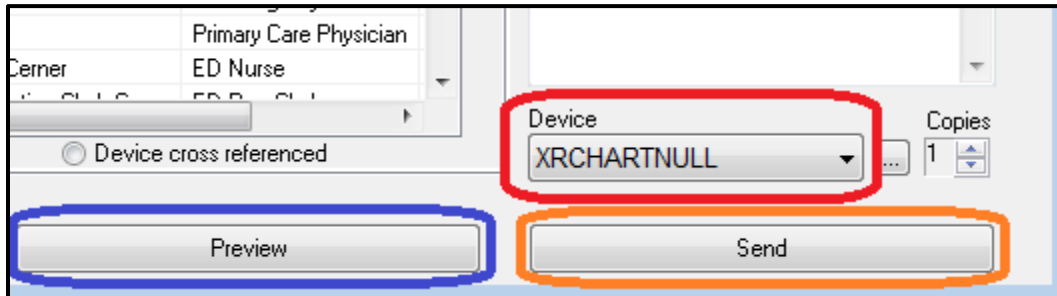
NOTE: You should not need to select a Section as only the relevant section for the open document should qualify.



The screenshot shows a software window titled "Medical Record Request - ZZTEST, BOB - MX00006750 - ED Clinical Summary". The form contains several fields and sections:

- Template:** A dropdown menu with "Document Template" selected, highlighted with a red box.
- Purpose:** A dropdown menu with "Patient/Personal" selected, highlighted with a blue box.
- Proper authorization received?:** A checkbox, highlighted with a green box.
- Destination:** A text input field with a search icon, highlighted with a green box.
- Requester:** A text input field with a search icon, highlighted with a green box.
- Comment:** A large text area, highlighted with a green box.
- Device:** A dropdown menu, highlighted with a green box.
- Copies:** A numeric input field with up/down arrows, highlighted with a green box.
- Related Providers:** A tabbed section with "Sections" selected, showing a list of document types with checkboxes: CLIN DOC - Administrative, CLIN DOC - Admission Notes, CLIN DOC - Advance Directive Document, CLIN DOC - Anesthesia Records, and CLIN DOC - Autopsy Document. Below the list are "Select all" and "Clear all" buttons.
- Buttons:** "Preview" and "Send" buttons are located at the bottom of the form.

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

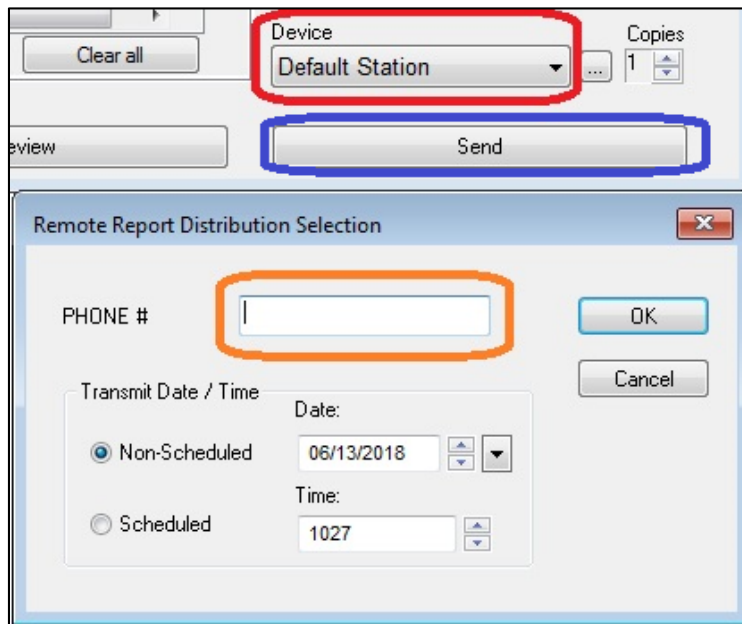


6. Select the desired printer or fax station under the **Device** menu

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.



FIELD INFORMATION:

- 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."

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.