ONE McLaren

Cerner Flash

Ambulatory: Printing and Faxing in Cerner PowerChart   **December 7, 2023**

Printing and Faxing in Cerner PowerChart Overview

The Printing and Faxing workflow in PowerChart has changed since our recent Cerner Upgrade. We have updated our job aid to make the process easier to understand and walk users through the steps to preview, print, and fax documents.

Overview of enhancements in the Medical Records Request Window:

- When choosing a printer from the **Device** dropdown within the Medical Record Request Window, users will now have to enter the first three characters of the needed device to begin to search for the desired printer. If you already have printer favorites, they will display in the dropdown for selection.

   o Search and select **Default Station** to fax. This has not changed.

- There is a new **Submitted Requests** tab, which allows users to view recent ad hoc report requests that have been submitted for a selected patient.

- After a user submits a report request by selecting Preview or Send, they will be automatically directed to the **Submitted Requests** tab (only report requests submitted by the current user for the selected patient will display.

   o When previewing a document from this tab, the document must be in an **Archived – Preview Not Displayed** status (click the **Refresh** icon to see the updated status).

   o When clicking **Send** to print a document, the document will print right away. The status in the **Submitted Request** tab does not have to update in order for the document to print. Users can click refresh to see the status update to **Report Distributed.** Click the **X** in the upper right corner to exit the window.

   o When clicking **Send** to fax a document, the report request will display on the **Submitted Request** tab. Click **Refresh** to see status updates. The status will update to **Transmitted** when the request is faxed successfully.

Please use the link below to review our updated job aid which will walk you through each document scenario. Disregard previous versions of this document.

Amb Job Aid_Printing & Faxing in Cerner PowerChart .pdf

Please reach out to the EMR Training Team if additional assistance is needed at MMGCernerTraining@mclaren.org

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