

McLaren Patient Access

How to Set Printer Favorites in Person Management: Documents (PM Docs)

Overview

Objective: To provide guidance on reprinting documents and setting printer defaults in PM Docs.

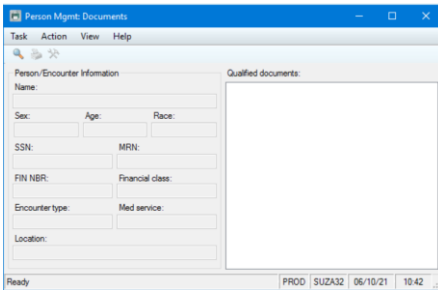
Audience: This template is for WIN32 users that need to reprint documents for patients.

How to Open PM Docs from the App Bar

1. From the **AppBar**, launch PM Docs using the printer icon.

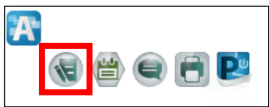


2. The PM Docs window will open.



How to Open PM Docs from the Access Management Office

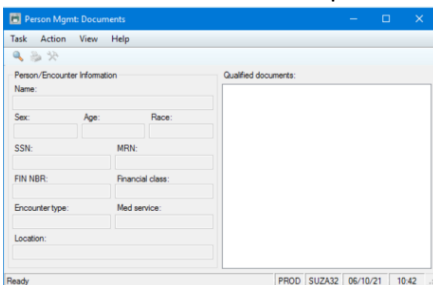
1. From the **AppBar**, launch Access Management Office (PM Office)



2. Select the Documents icon.



3. The PM Docs window will open.

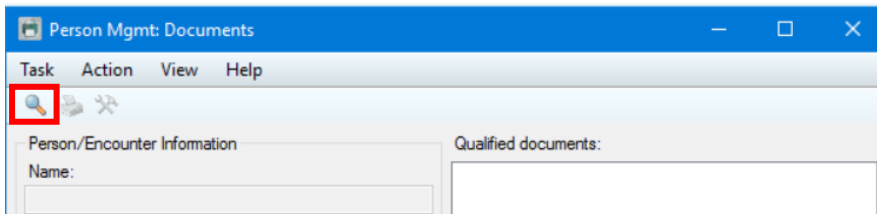


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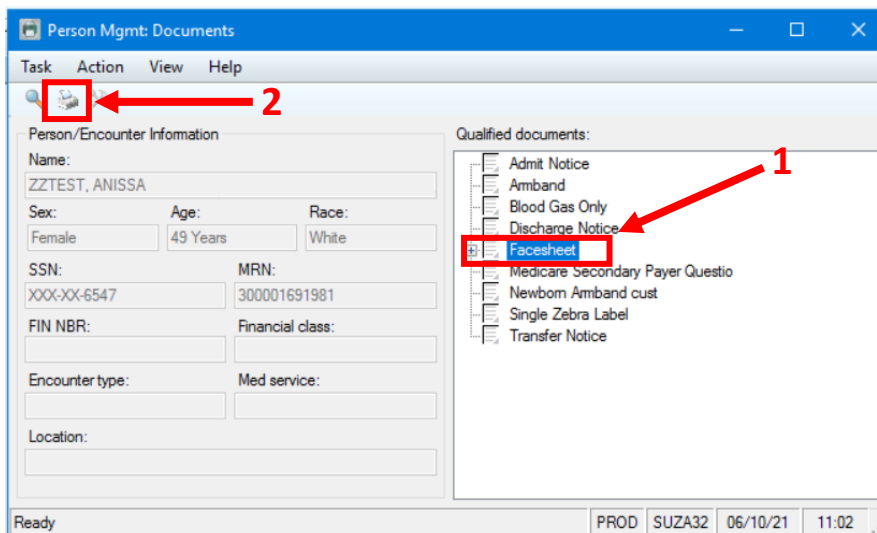
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How to Reprint Patient Documents

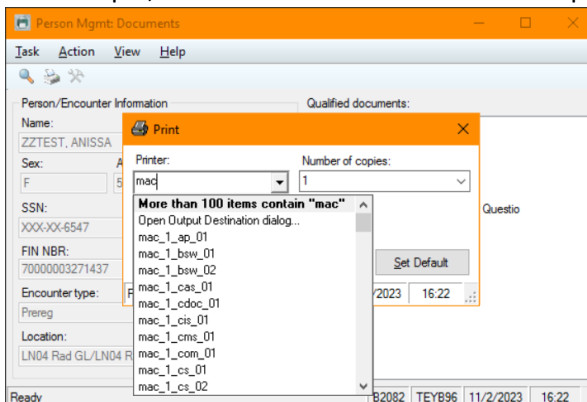
1. Search for a patient's encounter using the magnifying glass icon.



2. Select the Qualified document that you would like to print/reprint on the right side of the screen, then click the Printer icon.



3. Select the name of the printer you wish to print to by typing the first three letters of the printer, for example, MAC or BAY and the number of copies you need to print.



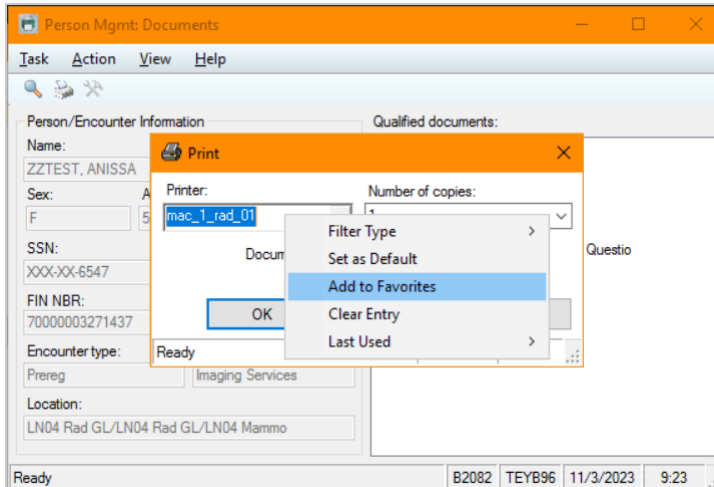
4. Click **OK**. The document you have chosen will be printed.

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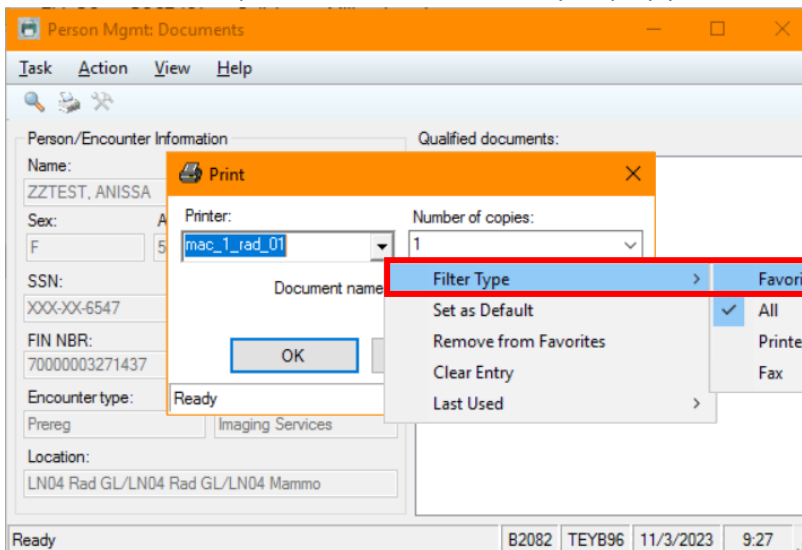
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How to Set Printer Favorites

1. After choosing a preferred printer from the drop-down menu, right-click and select **Add to Favorites**. Repeat this process for each printer to be favorited.



2. After setting all printer favorites, you can filter your list of printers to only display your favorite printers. To set the printer list to Favorites View, right click on the printer, select Filter Type and Favorites. Your drop-down menu will now only display your “favorite” printers.



Training Tip: To view all available printers again, select **All** from the Filter Type options.



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HEALTH CARE

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Document Revision History					
Cerner Workflow ID#/SOP Name:					
Version #	Date of Revision	Page(s) Revised	Revision Explanation	Editor Name	Reviewer
v1.0	10/6/20	All	Initial Creation: Maurisha McClung		
v2.0	11/3/23	All	Updated template & images of the new printer selection menu.	Maurisha McClung	