



CERNER FLASH

Ambulatory: Medical Records Request - Report Request Tool

March 31, 2021

Report Request Tool Overview

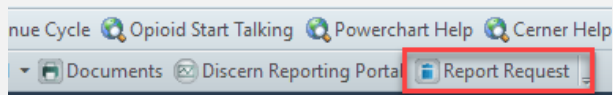
Update: Ambulatory staff will now have access to the Report Request Tool within Cerner. This tool can be used as an easy way to print, fax, or send full or partial medical records for Release of Information (ROI) requests. This tool can also be used to print documents from across multiple encounters for the patient, such as pathology, lab, and radiology reports.

Please reference the job aid, **AMB Medical Records Request _Report Request Tool**, for step by step instructions on accessing the application and fulfilling these types of requests.

Positions Impacted: All Ambulatory Support Staff.

Report Request Tool

The **Report Request Tool** can be accessed from the Toolbar within PowerChart.



The screenshot shows the 'Report Request' application window. It features a 'Subject Selection' section with fields for Name, MRN, FIN, and Accession, along with a 'Visits' table. The 'Release Details' section includes a 'Purpose' dropdown, 'Destination', 'Requester', and a checkbox for 'Proper authorization received?'. The 'Destination Parameters' section has a 'Copy To' dropdown, checkboxes for 'All personnel' and 'Related personnel', and a table with columns for 'Visit', 'Name', and 'Relationship'.