

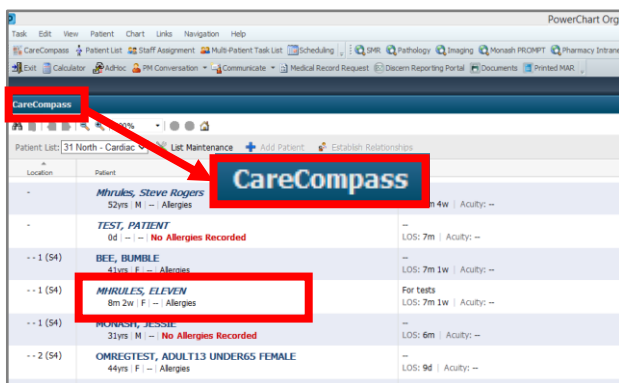
Quick Reference Guide (QRG)

Print a Document

Information is held in various types of documents within the patient chart ie. powerforms, notes, letters, certificates etc. This QRG is designed to show you how to print a document contained within the patient chart and select the correct template to print.

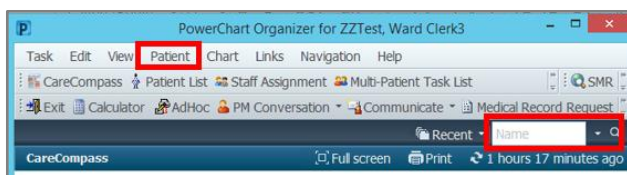
The documentation section of the patient chart holds various documents.

To access a patient's chart, the user must first search for a patient and select the correct encounter. A search example from **CareCompass** is below:



The Search Field

Use the **Search Field** located at the top right corner to find the patient

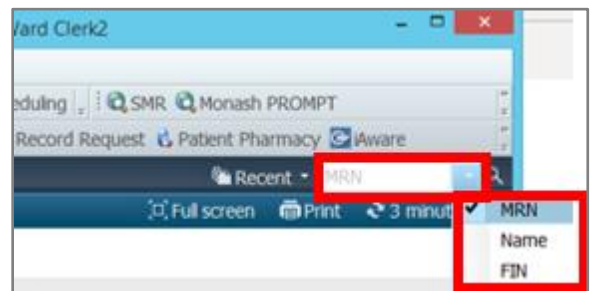


NOTE: The user can perform a search using the Last Name (Surname) and First Name or the Patient UR number. This example will use the UR number.

1. Select **MRN** (Medical Record Number) option from the drop-down list

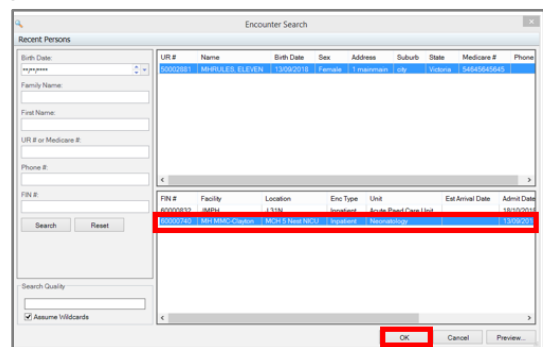
NOTE: UR (Unique Record) number is the same as **MRN** (Medical Record Number). **The FIN number is the encounter number.**

2. Type the **UR number** and press **Enter** (on the keyboard)



The **Encounter Search** window displays.

3. Select the **correct encounter** from the bottom panel and click **OK** to view the patient chart.



The Patient's Chart

1. Select **Documentation** from the **Menu** list (on the left-hand side of the screen)

Batty, Drivingme
UR:5020654
Sex:Female

Dosing Weight:<No Weight Available>
Age:40 years | ISOLATION
Birth Date:15/10/1980

Menu
Patient Summary
Observation Chart
MAR
Interactive View
Activities and Interventions
Orders
Medication List
Diagnosis, Alerts & Problem
Encounter Procedure
Results Review
Allergies/ADRs
Care Plan Summary
Documentation
Form Browser

ISBAR Handover x Quick Orders x

Goals of Care
No results found

Chief Complaint
presenting gg complaintsntttt
Thirlwall, Steven - Admin 01 SEP 2

Problem List
No Chronic problems docu

The **Documentation Viewing** window displays a list of documents. The Display field defaults to "All", showing all the documents for the patient's encounter.

Batty, Drivingme
UR:5020654
Sex:Female

Dosing Weight:<No Weight Available>
Age:40 years | ISOLATION
Birth Date:15/10/1980

Menu
ICU Nurse View
Observation Chart
MAR
Interactive View
Activities and Interventions
Orders
Medication List
Diagnosis, Alerts & Problem
Encounter Procedure
Results Review
Allergies/ADRs
Care Plan Summary
Documentation
Form Browser

+ Add | Submit | Forward | Modify | In Error | Preview

List
Display: All

Service Date/Time	Subject	Type	Facility
05/03/2021 09:48:00 AE...	ED Assessment Adult	ED Forms - Text	MH MMC-CL
16/02/2021 11:33:00 AE...	Allied Health Session Inform...	AH Session Informati...	MH MMC-CL
15/02/2021 10:05:00 AE...	Social Work Progress Note	Social Work Forms - T...	MH MMC-CL
15/02/2021 10:05:00 AE...	Allied Health Session Inform...	AH Session Informati...	MH MMC-CL
14/10/2020 13:43:00 AE...	Diagnosis	ED Forms - Text	MH MMC-CL
01/09/2020 13:17:57 AEST	ED Progress Note	ED Progress Note	MH MMC-CL
01/09/2020 13:17:26 AEST	ED Progress Note	ED Progress Note	MH MMC-CL
01/09/2020 13:16:30 AEST	ED Initial Assessment	ED Doctor Assessment	MH MMC-CL
01/09/2020 13:14:00 AEST	ED Triage	ED Forms - Text	MH MMC-CL

NOTE: To view the patient's documents use an icon available in the document window.

2. Select the **document** required. It is now visible to right of screen

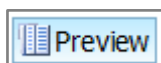
Menu
Patient Summary
Observation Chart
MAR
Interactive View
Activities and Interventions
Orders
Medication List
Diagnosis, Alerts & Problem
Encounter Procedure
Results Review
Allergies/ADRs
Care Plan Summary
Documentation
Form Browser

+ Add | Submit | Forward | Modify | In Error | Preview

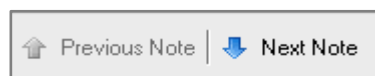
List
Display: All

Service Date/Time	Subject	Type	Situation
18/02/2021 14:21:00 AE...	Early Discharge Planning	Nursing Forms - Text	Integrator Required: Language:
04/03/2021 14:12:00 AE...	Early Discharge Planning	Nursing Forms - Text	
04/03/2021 11:31:57 AE...	Clinical CCU Nursing Transfer Summary L...	Nursing Transfer Sum...	
23/02/2021 11:23:57 AE...	Nursing Transfer Summary	Nursing Transfer Sum...	Situation Integrator Required: Language:
22/02/2021 13:42:00 AE...	Adult Goals of Patient Care	Goals of Care - Text	Background Vital Signs T: 38.7 °C (Tympanic) HR: 77/PM
22/02/2021 12:59:00 AE...	Early Discharge Planning	Nursing Forms - Text	Alerts Nauseas (Nausea and vomiting, 22)
20/12/2020 16:33:00 AE...	Dysphagia Risk Feeding (Goals of Care A...	MDT Forms - Text	Diagnosis WSP: Fracture of neck of femur, 22
30/12/2020 16:32:00 AE...	Day Admission Adult	Nursing Forms - Text	Problem List/Past Medical histo Diagnosis At risk for falls At risk of delirium Fall Historical No qualifying data

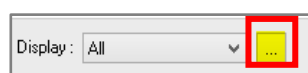
3. Use the **Preview** icon, at the top of the window to view all documents and status.



To move between documents select the **Previous** and **Next Note** button located on the far-right side of the window.



To launch the **Advanced Filters** dialog window, select the **Ellipsis** button next to the **Display** field.



Advanced filters allow options to customise the display of the documents list.

Advanced Filters

Select the Status you want to see

<input type="checkbox"/> Active	<input type="checkbox"/> Transcribed	<input type="checkbox"/> Blood donation	<input type="checkbox"/> Visit List
<input type="checkbox"/> Anticipated	<input type="checkbox"/> Unauth	<input type="checkbox"/> Emergency	<input type="checkbox"/> Case Management
<input type="checkbox"/> Auth (verified)	<input type="checkbox"/> Unknown	<input type="checkbox"/> Home Health	<input type="checkbox"/> Sided Nursing
<input type="checkbox"/> Cancelled	<input type="checkbox"/> REJECTED (corrected)	<input type="checkbox"/> Inpatient	<input type="checkbox"/> Inbox Message
<input type="checkbox"/> In Error	<input type="checkbox"/> Ignored	<input type="checkbox"/> Observation	<input type="checkbox"/> Outpatient
<input type="checkbox"/> In Lab		<input type="checkbox"/> Phone Plug	<input type="checkbox"/> Community
<input type="checkbox"/> In Progress		<input type="checkbox"/> Prescribed	
<input type="checkbox"/> Modified		<input type="checkbox"/> Recurring	
<input type="checkbox"/> Not Done		<input type="checkbox"/> Research	
<input type="checkbox"/> Superseded			

Select the Document Types you want to see

<input type="checkbox"/> ClinicalDoc	<input type="checkbox"/> Admission Notes	<input type="checkbox"/> Discharge Notes	<input type="checkbox"/> History and Physical Reports
<input type="checkbox"/> Discharge	<input type="checkbox"/> Radiographs	<input type="checkbox"/> Emergency Documentation	<input type="checkbox"/> Consultation Notes
<input type="checkbox"/> Decoded	<input type="checkbox"/> Progress Notes	<input type="checkbox"/> Rehabilitation Notes	<input type="checkbox"/> Cardiology Procedures
<input type="checkbox"/> In Progress	<input type="checkbox"/> Gastroenterology Procedures	<input type="checkbox"/> Cardiology Procedures	<input type="checkbox"/> Gastroenterology Procedures
<input type="checkbox"/> Not Done	<input type="checkbox"/> Gastroenterology Procedures	<input type="checkbox"/> Gastroenterology Procedures	<input type="checkbox"/> Gastroenterology Procedures
<input type="checkbox"/> Superseded			

Select How Far Back to get Documents

Select the Document author

Select the Document contributor

Restrict the Documents displayed by:

Physician Notes Only

Filter selections for exact date range and encounter restriction will be applied to the current session only. They will not be saved with a user-defined advanced filter.

Restrict the Documents displayed by the specified dates

Restrict the Documents displayed by the specified Encounters

13/09/2018 - Unknown - MCH'S Nest NICU - Inpatient - Unknown
 18/10/2018 - Unknown - 333M - Inpatient - For tests

Save | Save As... | Apply | New

Select Template and Print Document

1. **Highlight** the document to print
2. Click the **Print** button located on the far-right hand side of the window (below the **Banner Bar**, next to the **Refresh** icon)

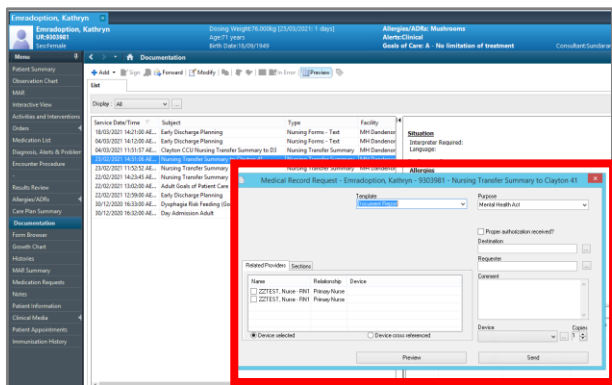
Medical Record Request

Service Date/Time | Subject | Type | Situation

Service Date/Time	Subject	Type	Situation
18/02/2021 14:21:00 AE...	Early Discharge Planning	Nursing Forms - Text	Integrator Required: Language:
04/03/2021 14:12:00 AE...	Early Discharge Planning	Nursing Forms - Text	
04/03/2021 11:31:57 AE...	Clinical CCU Nursing Transfer Summary L...	Nursing Transfer Sum...	
23/02/2021 11:23:57 AE...	Nursing Transfer Summary	Nursing Transfer Sum...	Situation Integrator Required: Language:
22/02/2021 13:42:00 AE...	Adult Goals of Patient Care	Goals of Care - Text	Background Vital Signs T: 38.7 °C (Tympanic) HR: 77/PM
22/02/2021 12:59:00 AE...	Early Discharge Planning	Nursing Forms - Text	Alerts Nauseas (Nausea and vomiting, 22)
20/12/2020 16:33:00 AE...	Dysphagia Risk Feeding (Goals of Care A...	MDT Forms - Text	Diagnosis WSP: Fracture of neck of femur, 22
30/12/2020 16:32:00 AE...	Day Admission Adult	Nursing Forms - Text	Problem List/Past Medical histo Diagnosis At risk for falls At risk of delirium Fall Historical No qualifying data

Print | Refresh | Home | Back | Forward | Modify | In Error | Preview

The **Medical Record Request** window now display.



NOTE: To print a specific document from the patient's chart, the appropriate **Template** option **must** be selected in the **Medical Record Request** view. If the incorrect **Template** is selected an error message will be returned.

The **Template** options may not look the same as the document **Type** that needs to be printed. The **Type** column can be found between the **Subject** and **Facility** columns.

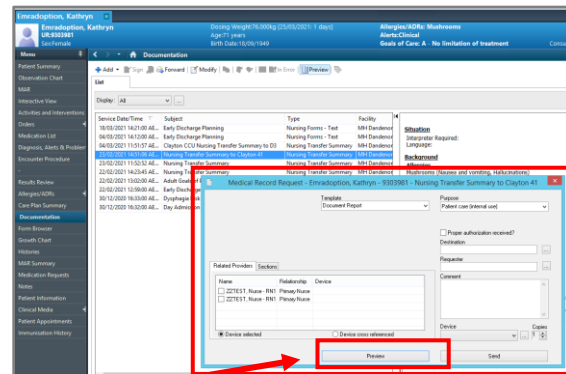
Service Date/Time	Subject	Type	Facility
18/03/2021 14:21:00 AE...	Early Discharge Planning	Nursing Forms - Text	MH Dandenong
04/03/2021 14:12:00 AE...	Early Discharge Planning	Nursing Forms - Text	MH Dandenong
04/03/2021 11:51:57 AE...	Clayton CCU Nursing Transfer Summary to D3	Nursing Transfer Summary	MH Dandenong
23/02/2021 14:51:06 AE...	Nursing Transfer Summary to Clayton 41	Nursing Transfer Summary	MH Dandenong
23/02/2021 11:52:52 AE...	Nursing Transfer Summary	Nursing Transfer Summary	MH Dandenong

Refer to the table below.

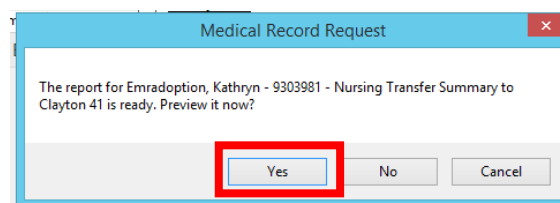
Type the user wants to print (from the documentation view)	Template the user must choose (from the Medical Record Request view)
Discharge Summary	Discharge Summary
Carer's Certificate Certificate of Attendance Medical Certificate Provider Letter	Letter/Certificate
Note Report	Document Report
Compulsory Mental Health Order	Document Report

To print the required document

3. Select the correct **Template** from the drop-down list (refer to the table above)
4. Select a **Purpose** from the drop-down list



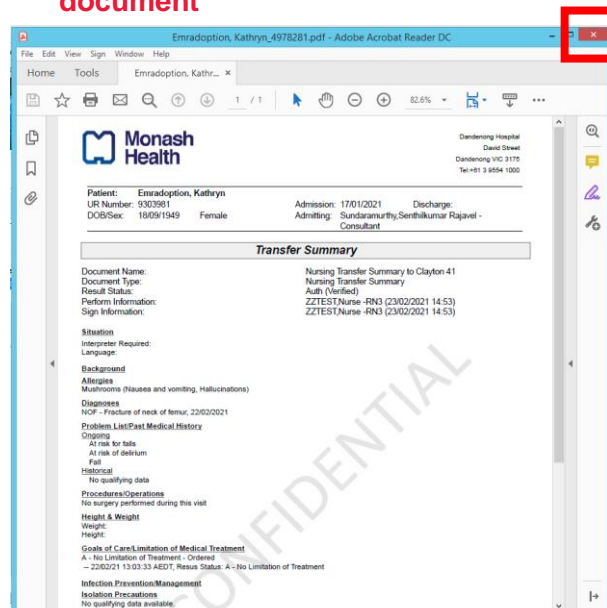
Select **Preview** to view the document. The **Medical Record Request** message display Click **Yes**



Adobe will launch a new window to preview the document.

Note – DO NOT print the document from the preview.

5. Click the **X** at the top right to **close the document**



The **Medical Record Request** window displays.

6. The **Associated Destination** radio button is selected by default

Medical Record Request - Emrtest, Mocktwo - 9305080 - Pharmacy Admission History and Medication Man...

Template: Master Report Purpose: Release of Information

Request for patient
 Proper authorization received?

Destination: [Text Field]

Requester: [Text Field]

Comment: [Text Area]

Related Providers:

Name	Relationship	Destination
Hamid, Ubai - Pharmacist	Pharmacist	
Ollenberg, Arona - Admin	Database Coordinator	
Tan, Kenneth - Consultant	Attending Clinician	
Tan, Kenneth - Consultant	Attending Clinician	
Unk-Nown G.P.,	General Practitioner	

Associated Destination Device selected

Sending organization: [Dropdown] Copies: [Text Field]

Buttons: Preview, Send

7. This does not allow available devices to be displayed. Change to **Device Selected** to be able to select printer devices

Medical Record Request - Emrtest, Mocktwo - 9305080 - Pharmacy Admission History and Medication Man...

Template: Master Report Purpose: Release of Information

Request for patient
 Proper authorization received?

Destination: [Text Field]

Requester: [Text Field]

Comment: [Text Area]

Related Providers:

Name	Relationship	Destination
Hamid, Ubai - Pharmacist	Pharmacist	c_emr_officet1
Ollenberg, Arona - Admin	Database Coordinator	c_emr_officet1
Tan, Kenneth - Consultant	Attending Clinician	c_emr_officet1
Tan, Kenneth - Consultant	Attending Clinician	c_emr_officet1
Unk-Nown G.P.,	General Practitioner	c_emr_officet1

Device selected Associated Destination

Device: [Dropdown] Copies: [Text Field]

Buttons: Preview, Send

8. Select the **Device** (Printer) from the drop-down list

9. Click **Send** to print the Document

Medical Record Request - MHRULES, ELEVEN - 50002881 - ED Review Note

Template: Document Report Purpose: Patient care (internal use)

Proper authorization received?

Destination: [Text Field]

Requester: [Text Field]

Comment: [Text Area]

Related Providers:

Name	Relationship	Device
Brian Tan, Reg	Attending Clinician	c_emr_officet1
Brian Tan, Reg	Attending Clinician	c_emr_officet1
CD Test, Nurse - RN1	Primary Nurse	c_emr_officet1
CD Test, Nurse - RN2	Primary Nurse	c_emr_officet1
CD Test, SurgNet - Clerk1	Surgery Secretary	c_emr_officet1

Device selected Device cross referenced

Device: [Dropdown] Copies: [Text Field]

Buttons: Preview, Send

The **Medical Request** message displays.

10. Click **OK**

Medical Record Request

Request submitted (2535491).

Buttons: OK

The required document will print to the selected printer.

NOTE: The **Transfer Report Pack** must be printed via the **Medical Record Request** button.

MHRULES, ELEVEN - 50002881 Opened by EMRTest, Ward Clerk1

Task Edit View Patient Chart Links Documentation Help

CareCompass Patient List Staff Assignment Multi-Patient Task List Scheduling SMR Pathology Imaging Monash PROMPT

Tear Off Exit Calculator AdHoc PM Conversation Communicate Medical Record Request Discern Reporting Portal Documents

Medical Record Request - MHRULES, ELEVEN - 50002881

Event Status: All results Template: Transfer Report Pack Purpose: Patient Care (external provider)

Date Range: From: [Text Field] To: [Text Field]

Proper authorization received?

Destination: [Text Field]

Buttons: Clinical Base, Printing Base