# 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.
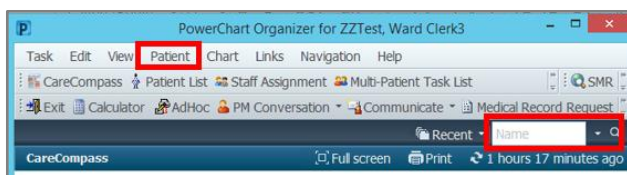
The documentation section of the patient chart holds various documents.

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:
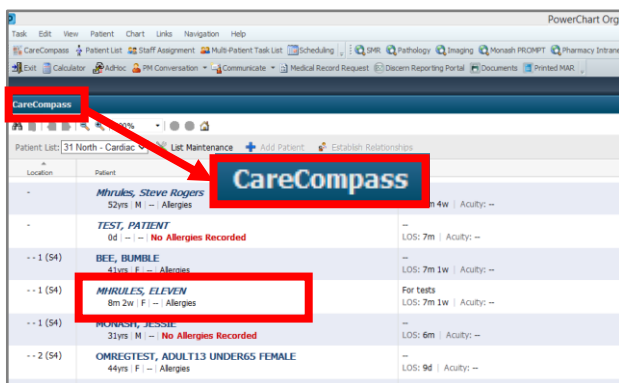
The Search Field

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.

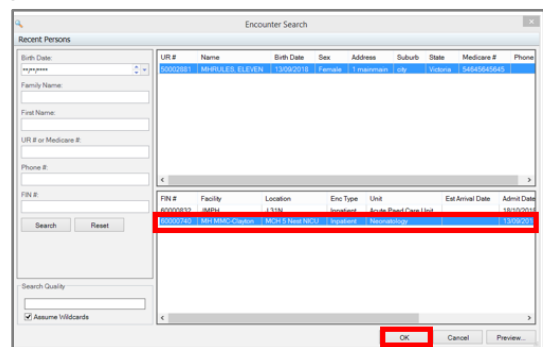1. Select **MRN** (Medical Record Number) option from the drop-down list

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)
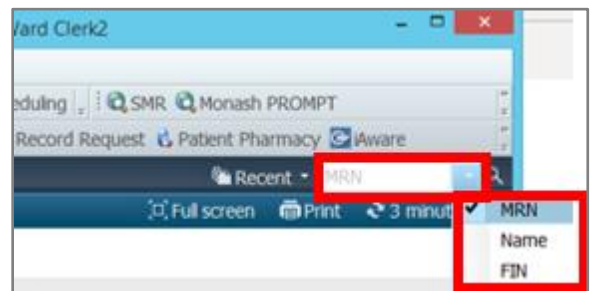
The **Encounter Search** window displays.

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)

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

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
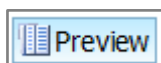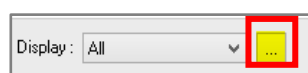

3. Use the **Preview** icon, at the top of the window to view all documents and status.

To move between documents select the **Previous** and **Next Note** button located on the far-right side of the window.
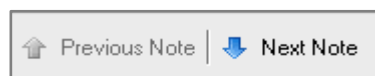
To launch the **Advanced Filters** dialog window, select the **Ellipsis** button next to the **Display** field.

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

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)
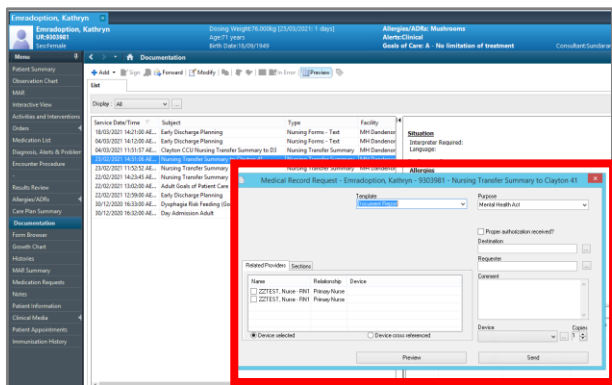

The **Medical Record Request** window will now display.

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.


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)
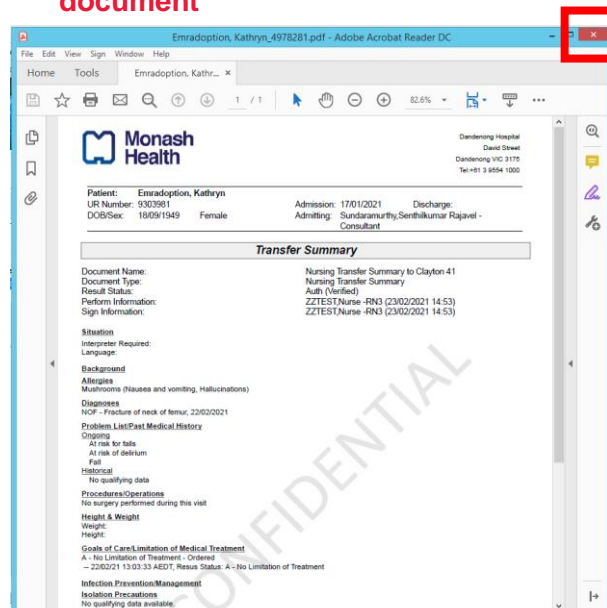
4. Select a **Purpose** from the drop-down list
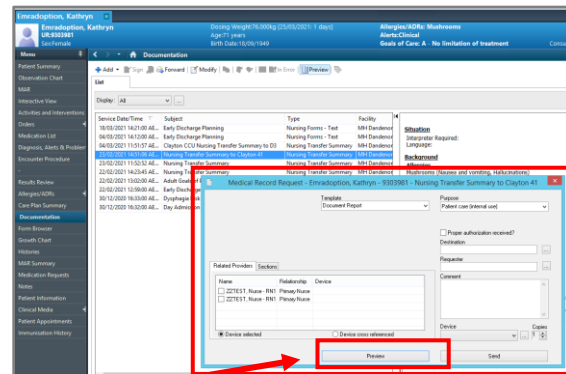
Select **Preview** to view the document.

The **Medical Record Request** message display

Click **Yes**
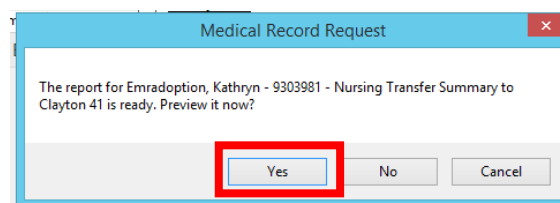
Adobe will launch a new window to preview the document.

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

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

8. Select the **Device** (Printer) from the drop-down list
9. Click **Send** to print the Document

The **Medical Request** message displays.

10. Click **OK**

The required document will print to the selected printer.

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