

Document No - Ref 134

Version Number – 2.0

PRINTING DOCUMENTS FROM POWERCHART FOR PATIENT TRANSFER

1	Open up the patient record and ensure the correct encounter is selected. Click on the Task tab in the top left hand corner, select Print and then Medical Records Request	t			
	Task Edit View Patient Record Links Notifications				
	Suspend				
	Reports UTDOW				
	Print Medical Record Request				
	Refresh Print				
	Exit Print Screen				
2.	The Medical Records Request window will open. Complete the following: Event Status – this should default to Verified only Template – select Transfer Template Purpose – select Further Medical Care Date Range – you can enter a from an to range if appropriate				
	Tick the box to indicate Proper authorisation received (in line with printing guidelines) Destination – Where the patient is going, i.e. John Radcliffe Hospital Requester – Who has requested the transfer documents, i.e. Dr R Jones Only complete comments if necessary.				
	Image: Im				
	Event Status Template Purpose				
	Date Range				
	O Clinical Range From: To: Proper authorization received?				
	xx /xx /xxxx x xx /xx /xxxx x xx /xx /x				
	Related Providers Sections Bequester				
	Name Relationship				
	Health Care Assistant SCR CPIS , Temporary Access Healthcare Student Access Role				
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3.	Click on the Sections tab, if all information is to be printed click Select All. If specific information is to printed, then select each tab individually.	to be			
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Printing Documents from Powerchart for Patient Transfer Training Department



4.		To preview the document prior to printing click on the Preview tab. The below pop up will appear. Click on Yes. Medical Record Request The report for ZZZTEST, PRISCILLA - 803946 is ready. Preview it now?			
13.	When the PDF preview document appears, click on the print icon and the relevant will print out. Image: state state Image: state state File Edit View Window Help Home Tools ZZZTEST, PRISCILL_ X				
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	Ф Д Ø	Patient: ZZZTEST, PRISCILLA NHS Number: MRN: 803946 DOB/Age/Sex: 05-Apr-1993 25 years Female Location: RD8-GH SAXON; Room 01; 10	Comment Fill & Sign More Tools		
		Social History Home/Environment (No Risk - Last Update: 31-Jul-2018 09:10 by Prince ,Hannah) Tobacco (No Risk - Last Update: 30-Jul-2018 12:14 by Prince ,Hannah)			
		Clinical Diagnoses Diagnosis: MRSA Last Reviewed Date: 07-Aug-2015 ; Dell ,Helena Responsible Clinical Staff: Diagnosis Date: 07-Aug-2015 Classification: Biohazard; Severity: ; Certainty: ; Probability: 0			
	•	Problems Problem Name: blind drunk Last Updated: 10-Aug-2018; Dell ,Helena Admin Last Reviewed: 10-Aug-2018; Dell ,Helena Admin			
		Problem Name: MRSA Last Updated: 07-Aug-2015 ; Dell ,Helena Classification: Biohazard; Code: 176116017 (SNOMED CT); Onset Date: ; Prognosis: Last Reviewed: 07-Aug-2015 ; Dell ,Helena			