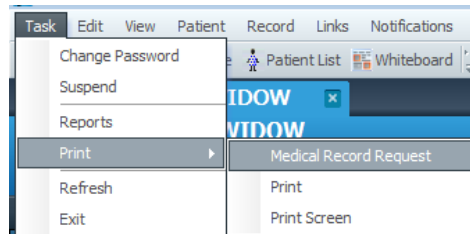


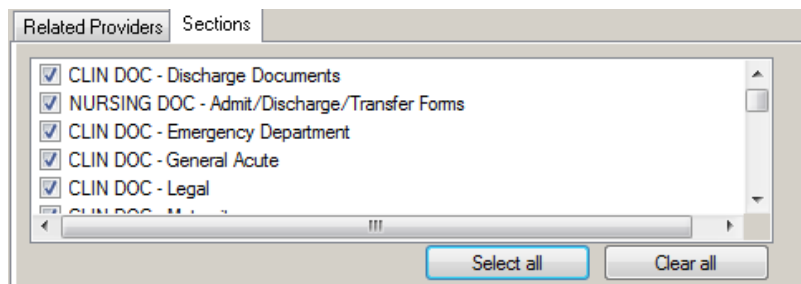
PRINTING DOCUMENTS FROM POWERCHART FOR PATIENT TRANSFER

- 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.



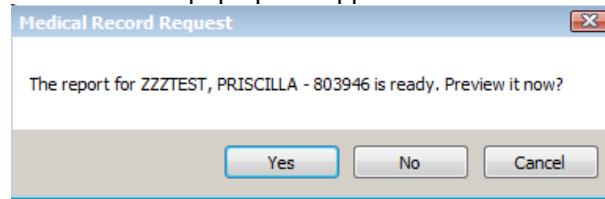
- The Medical Records Request window will open.
Complete the following:
Event Status – this should default to Verified only
Template – select Transfer Template
Purpose – select Further Medical Care
Date Range – you can enter a from an to range if appropriate
Tick the box to indicate Proper authorisation 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.

- Click on the Sections tab, if all information is to be printed click Select All. If specific information is to be printed, then select each tab individually.



4.

To preview the document prior to printing click on the Preview tab.
The below pop up will appear. Click on Yes.



13.

When the PDF preview document appears, click on the print icon and the relevant will print out.

