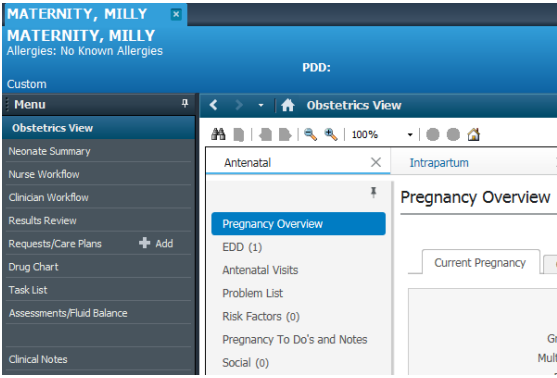

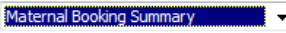
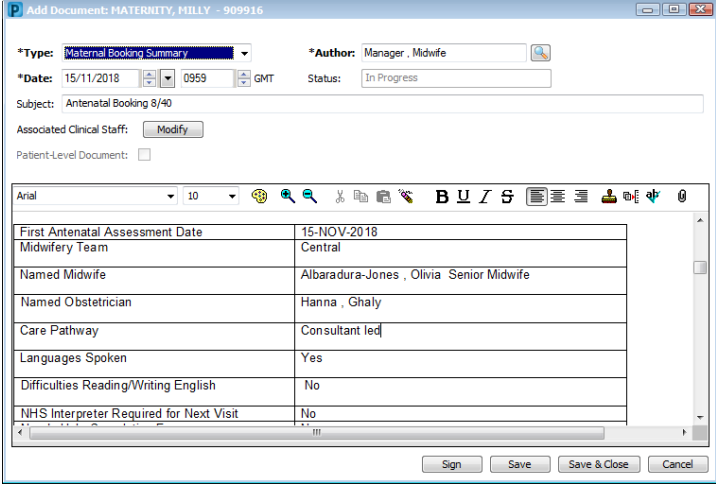


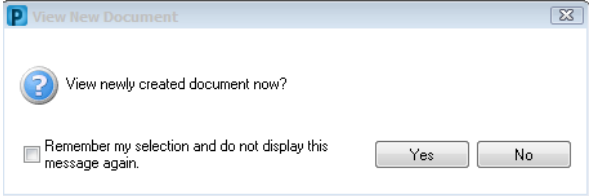
CREATING AND PRINTING THE MATERNAL BOOKING SUMMARY


1. Once you have completed the Maternity Antenatal Booking Assessment, this document needs pulling into a printable format.
Click on Clinical Notes from the main left hand menu.


2. Click on the  icon to add a new note and select Maternal Booking summary from the type drop down.
***Type:** 
3. As you can see the template has pulled the relevant information in from the booking. Free text entries can now be made as appropriate and this document requires a subject. Sign once complete.



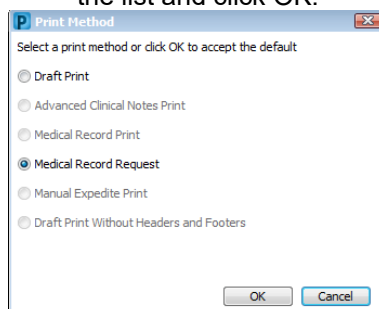
First Antenatal Assessment Date	15-NOV-2018
Midwifery Team	Central
Named Midwife	Albaradura-Jones, Olivia Senior Midwife
Named Obstetrician	Hanna, Ghaly
Care Pathway	Consultant led
Languages Spoken	Yes
Difficulties Reading/Writing English	No
NHS Interpreter Required for Next Visit	No
4. When you sign the document, click Yes to the below pop up message.


5. Now you can see the document completed. To print it for the woman, select print in the top right hand corner.



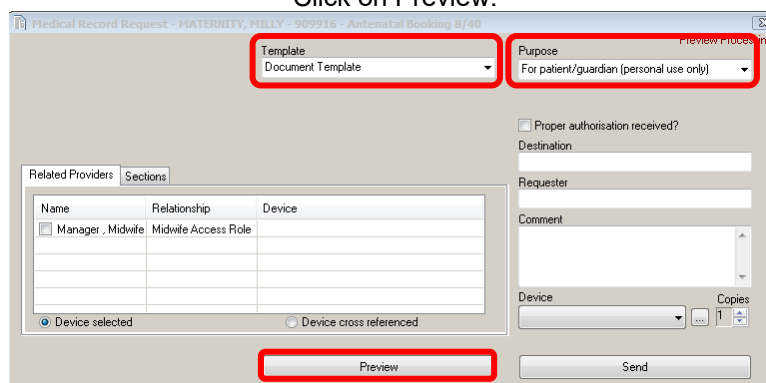
6.

The Print Method pop up should default to Medical Record Request. If this is not the case, select it from the list and click OK.



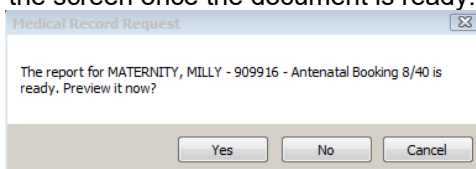
7.

Complete the mandatory fields in the pop up. For Template chose Document Template and the Purpose is For patient/guardian (personal use only). Click on Preview.



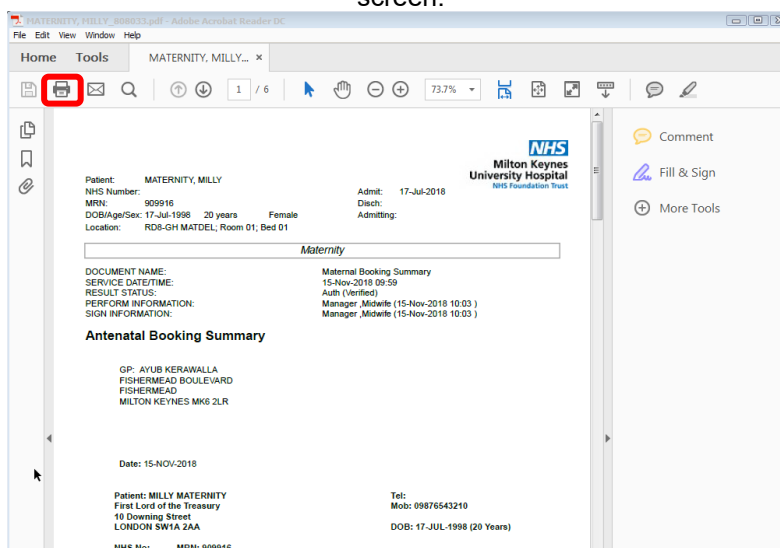
8.

This pop up will then appear on the screen once the document is ready. Say 'Yes' to view the document.



7.

The preview will pop up. You can view the contents and then click on the print icon from within this screen.



8.

From the print pop up that appears, check the document is printing to the correct printer and then click print in the bottom right hand corner.

