Printing documents for patient transfer
(Vitals and Drug Chart)

1.	Select the correct encounter related to the inpatient episode. The patient information will populate.
2.	**To print Drug Chart** From the Menu on the left, click on Drug Chart to view drugs prescribed for this patient.
3.	By Default, the Drug Chart displays on what is shown in the grey bar at the top. If you want to change date criteria, right click on the grey banner bar and change criteria. Change the dates and click OK.

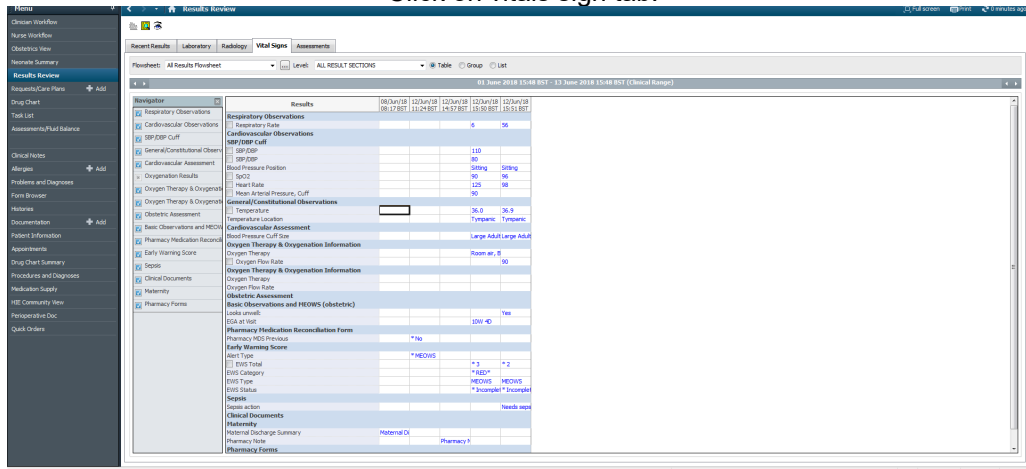|		
4.		Drug Chart will show results based on search criteria.
5.		Click on Printer button. Once the pop up to print is opened, select printer from list and click on OK to print. The Drug chart will print out.

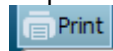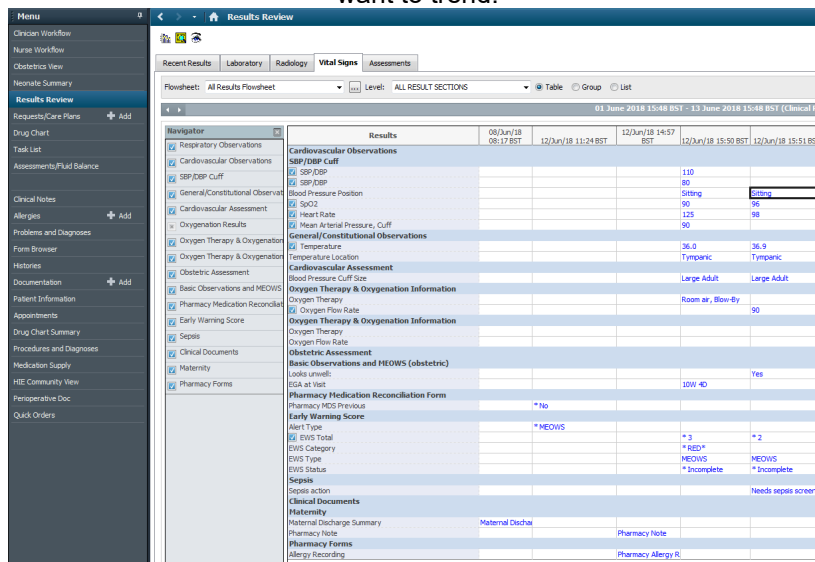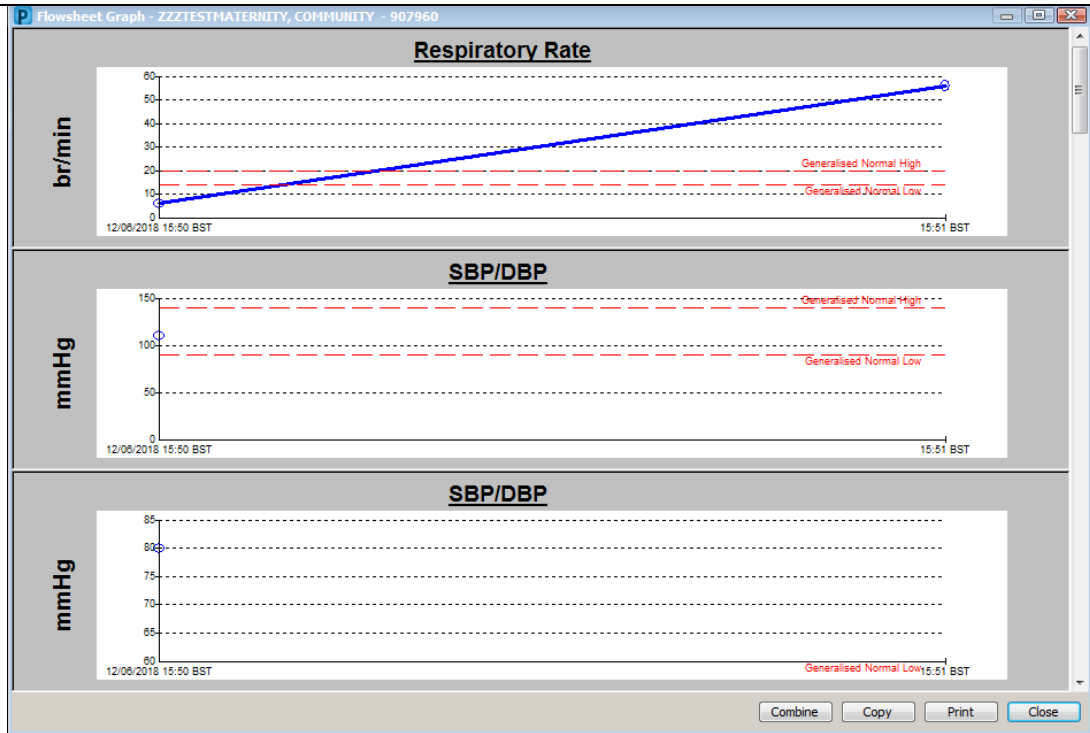|	
6.	**To Print Vitals** Click on Results Review from main left hand Menu. **Results Review** Click on vitals sign tab. The date criteria can be changed to display vital for different date range the same way shown in the drug chart. Before you print, if you want to increase column width to display information properly, hover over end of column, cursor will change to a double sided arrow Drag cursor to make columns wider.
7.	Click on print button on top right hand side corner of screen button to print screen. Print
8.	**To trend vitals in graphs** In results review, Click on the Vital Signs tab and place a tick in the box at the front of results you want to trend. Click on graph icon, top left of the window, to see all vitals in graphs.

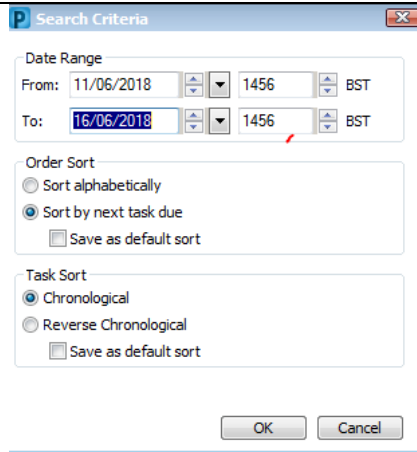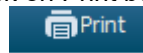|	
	 Buttons at the bottom are available to Combine or Split the chart information. Click on Print button to print.
9.	**To Print Lab results** Click on Results Review from the Menu Select the Laboratory tab All recent results will show according to the selected date ranges.
10.	To print different date ranges, right click on grey banner bar to change search criteria. A new window will open up.

Select date range to view results.
Click on Print button

Select printer from list and click on the OK button.