IT Dept Quick Reference Guide (QRG)

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PRINTING DRUG CHART & PATIENT RECORD FROM POWERCHART

1.	If a screen print is sufficient from powerchart & patient record - look to the right hand side of the window for icon 'print' click & ok
	a Print
	Otherwise
2.	From the patient record within Powerchart click on the Task tab from the menu at the top
	of the window
	Task
3.	Select Print
4.	Select Medical Record Request
	Medical Record Request
5	Ensure Event status is defaulted to Verified Only (print all results)
0.	
	Verified only
	Verified only
6.	Select Master Template from the Template drop down field
7.	Select a relevent option from the Purpose drop down field. For example further medical
	care
	Durana
0	Ensure the Olivies Dense entire is calented by default within the the Drivteble Date
Ó.	Ensure the Clinical Range option is selected by default within the the Printable Date Range section (when it happened in the system)
	Trange section (when it happened in the system)
	 Clinical range
0	Ensure the date range fields are left blank (will print the whole record) if you wish to print
ฮ.	within a specific date range enter the From and To dates
	From: To:
1	

10.	Click on the Sections tab
	Related Providers Sections
11.	Select the ones you wish to print by clicking in the box to the left of each section or if you wish to print them all click 'Select all' Drug info - Orders - Medications Active & or MAR - Medication Administration Record
12.	Tick the Proper authorisation received check box (for auditable reasons only)
	Proper authorisation received?
13.	Free text in the Destination
14.	Free Text in the Requester
15.	Enter Comments - optional
16.	Select the Device (printer) from the drop down menu
17.	Select the number of copies
18.	Click Preview
19.	Click Yes, to the dialog box
	Medical Record Request Image: Comparison of the compar

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