

Printing the Transfer Record for Nursing and Clinical Staff

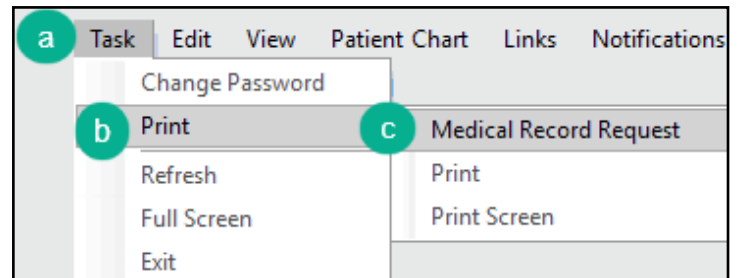
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Medical Record Request

Charts are printed for patients that are transferred via EMS to acute care hospitals or to Skilled Nursing Facilities (SNF) when those facilities do not have access to PowerChart/FirstNet.

To print information when a patient transfers to another facility:

1. Open Medical Record request (MRR):
 - a. Click **Task** on the menu bar in PowerChart or FirstNet.
 - b. Select **Print**.
 - c. Select **Medical Record Request**.



2. The Medical Record Request window opens.
3. Use the drop-down arrows to make selections for:
 - a. Enter **Event Status**.
 - b. **Template**, select **Document Template** or department specific template.
 - c. Enter **Purpose**.
 - d. Complete the **Date Range**.
 - e. Enter where the patient is going (receiving facility) in the **Destination** field.
 - f. Click **Preview** on Medical Record Request once the Template and Sections desired for printing have been selected and all additional information needed is entered.

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- g. The **Submitted Requests** tab will open.
- h. Click the refresh button, to update the request from dithered to available.
- i. Right click on the Pending request and select Display Report.

Medical Record Request - Submitted Requests (1) **g**

Refresh must be done before preview is available. **h**

Last Refresh: 8/21/2023 15:09 America/New_York Display: Last 24 hours

Request Status	Fax Status	Requested Date/Time	Person Name	FIN	Report Request ID	Output De
Pending	N/A	8/21/2023 15:09 America/New_York	7777650...	MM2131503043	202365740	N/A

Display Report **i**

Right Click

- j. Click the print icon to print.

MUNSON HEALTHCARE **Munson Medical Center**
 1105 6th St.
 Traverse City, MI 49684-
 phone (231) 935-5000 fax () -

Name: MRN:
 BirthDate: Admit Date:
 Gender: Male Discharge Date:
 Patient Type: E/R (Emergency Rm) Account Number:
 Primary Care: Attending Phys: ER,PC
 Referring Phys:

DOCUMENT NAME: Triage Form
 SERVICE DATE/TIME: 8/21/2023 06:43 EDT
 RESULT STATUS: Auth (Verified)

j