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.**
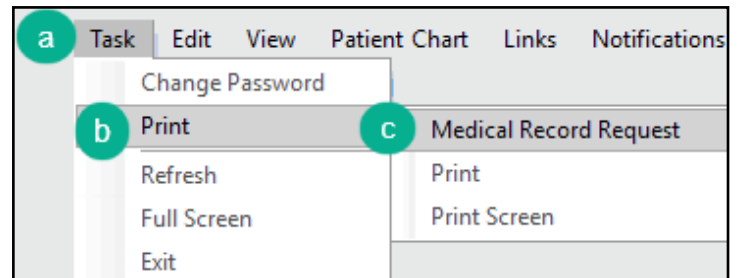
2. The Medical Record Request window opens.
3. Use the drop-down arrows to make selections for:
   a. Enter **Event Status.**
   b. **Template,** select **Document Template** or department specific template.
   c. Enter **Purpose.**
   d. Complete the **Date Range.**
   e. Enter where the patient is 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.

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.

j. Click the print icon to print.