

# Single Document Printing

for anyone printing patient documents

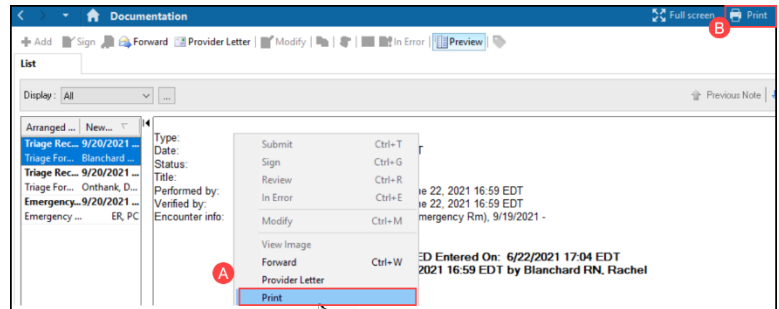
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## Single Document Printing

**Medical Record Request (MRR)** printing has been implemented in part with the Hospital Optimization project.

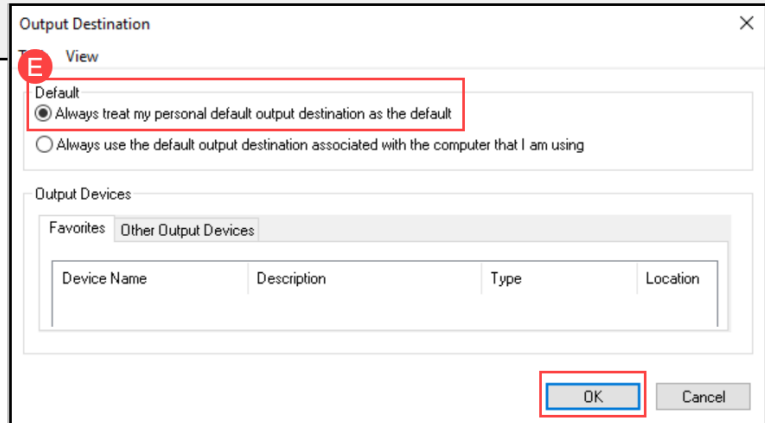
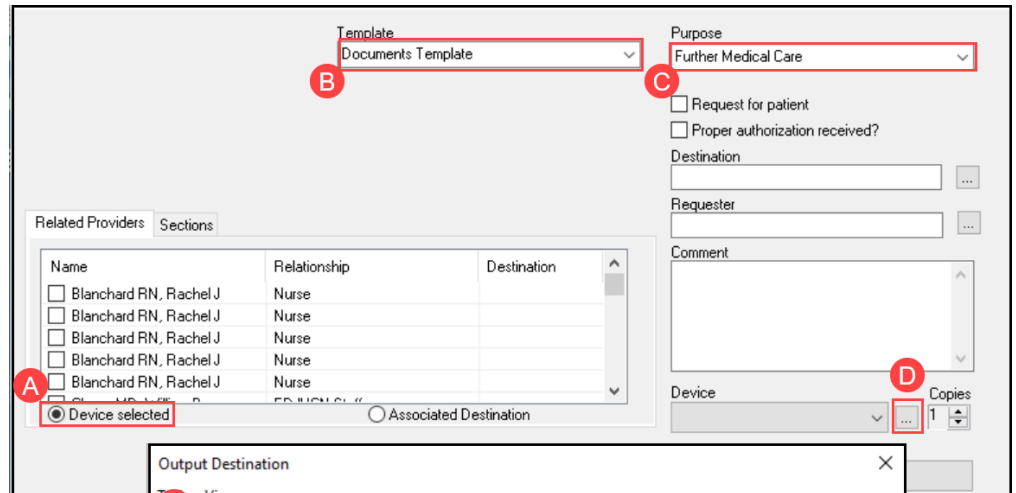
- MRR creates a record of who printed what for all printed patient documents.
- Users need to setup the printer(s) they will utilize, this is a one-time process.

1. To print a single document, navigate to the document and:
  - A. **Right Click** in the document, **select print** or
  - B. Click the **printer icon** from the toolbar.

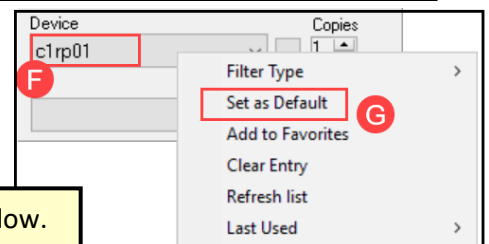


Medical Record Request Window

2. Once the MRR window is open, **select:**
  - A. **Device selected**
  - B. Template: **Documents Template**
  - C. Purpose: **Further Medical Care**
  - D. **Click the ellipsis**, opening the Output Destination window.
  - E. **Set the Default to:**  
***Always treat my personal default output destination as the default.*** Click ok.



- F. Device: Scroll to find and **select the printer** you most frequently print to.
- G. **Right-click on the Device name**, click **Set as Default** (this also adds the printer to your favorite list).



**Note:** Upon completion, click Send & close the Medical Record Request Window.

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### Configuring Multiple Printers

#### 3. Select the Device name (repeat step F above)

- A. **Right-click the Device name click Add to Favorites**, and repeat for each printer until all of your printers have been added
- B. **Right click on Device and change your Filter Type to Favorites**; only favorites will display in the Device drop down

