

Medical Record Request Templates for Providers, Clinical Staff and Clerical Staff

Cerner PowerChart Ambulatory EDUCATION

Summary: Medical Record Request (MRR) is a method used for faxing or printing specific document types for specific purposes. The templates built within MRR pull in the standard data required for processes such as scheduling diagnostic exams or transition of care. Other data pulled into the templates include results, notes, and/or orders (lab/radiology/other, such as DME or sleep studies orders) based on the template selected. This document provides details on what data is included in each template and examples of scenarios in which to use the template.

Support: Ambulatory Informatics at 231-392-0229

Medical Record Request Templates

Template abbreviation key: AMB=ambulatory, CP=cover page (a template with CP must be used when faxing), HIM=Health Information Management

MRR Template Name	Data Included in Template	When to Use the Template
AMB CP Lab Orders	<ul style="list-style-type: none"> Fax Cover Page Insurance Information/Masked SSN Diagnoses Amb Lab Orders 	Sending lab orders to a lab.
AMB CP Office Clinic Notes	<ul style="list-style-type: none"> Fax Cover Page Amb Office Clinic Notes 	Sending office notes to another practice.
AMB CP Order Requisitions	<ul style="list-style-type: none"> Fax Cover Page Amb Order Requisitions (scanned/imported DME orders, Certificate of Medical Necessity, Home Care, Physical Therapy Plan of Care) 	Used for items coming into Work Queue Monitor (WQM) that need an electronic signature from a provider and sent back to the originator. For example: The provider sends a patient to physical therapy. The physical therapist sends a plan of care back that needs the provider's signature. Staff use WQM to get the provider's electronic signature. Once signed, this template is used to send the signed document back to the physical therapy office.
AMB CP Radiology Scheduling Labs & Notes	<ul style="list-style-type: none"> Fax Cover Page Insurance Information/Masked SSN Amb Radiology Orders Amb Lab Orders Amb Documents for Scheduling (H&P, Order Requisition forms, Breast Imaging Order form) Amb Scheduling Clinic Notes Amb Common Clinic Notes 	Advanced imaging that requires labs and an office visit note to be sent to the radiologist. (MRI or CT with contrast that require creatinine and/or GFR or other labs).
AMB CP Radiology Scheduling w/Notes	<ul style="list-style-type: none"> Fax Cover Page Insurance Information/Masked SSN Pregnancy History Amb Rad Orders Amb Documents for Scheduling Amb Scheduling Clinic Notes Amb Common Clinic Notes Amb Routine General Lab 	Advanced imaging that requires an office visit note to be sent to the radiologist, but no labs. Some advanced imaging that requires office notes. (i.e., MRI of prostate)

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<p>AMB CP Radiology Scheduling No Notes</p>	<ul style="list-style-type: none"> • Fax Cover Page • Insurance Information/Masked SSN • Pregnancy History • Amb Radiology Orders • Amb Mammography Conditional Orders 	<p>Diagnostic orders that do not require an office visit note to be sent (X-rays and US do not require notes, some MRI/CTs without contrast may not require notes).</p>
<p>AMB CP Referral</p>	<ul style="list-style-type: none"> • Fax Cover Page • Insurance Information/Masked SSN • Diagnoses • Amb Referral • Amb Clinic Notes for Referrals • Amb Common Clinic Notes • Routine General Labs • Radiology Reports • RAD Radiology Reports 	<p>Used minimally since Referral Management has gone live. This may still be used to send referrals if they need to be resent to another facility after being sent initially using referral management.</p>
<p>AMB CP Scheduling Comprehensive</p>	<ul style="list-style-type: none"> • Fax Cover Page • Insurance Information/Masked SSN • Diagnoses • Amb Measurements • Pregnancy History • Amb Ambulatory Procedures Orders • Amb Point of Care Orders • Amb Supply Activity Type Orders (including DME orders originating in PowerChart) • Amb Cardiology Orders • Amb Consult Orders • Amb Lab Orders • Amb Neurodiagnostic Orders • Amb Referral Orders • Amb Speech and Hearing Orders • Amb Rad Orders • Amb Sleep Diagnostics Orders • Amb Rehabilitation Services Orders • Amb Respiratory Care Orders • Amb Patient Care Orders • Amb Documents for Scheduling • Amb Scheduling Clinic Notes • Amb Common Clinic Notes • Routine General Labs 	<p>Printing or faxing orders for DME supplies (entered by the provider as an electronic order from QOC, not a paper order) or orders for cardiac testing such as EKGs.</p>
<p>AMB Office Clinic Notes</p>	<ul style="list-style-type: none"> • Amb Office Clinic Notes 	<p>Print a copy of an office note. (i.e., a patient asks for a copy of the office note from today.</p>

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<p>AMB Referral No CP</p>	<ul style="list-style-type: none"> • Insurance Information/Masked SSN • Diagnoses • Amb Referral Orders • Amb Clinic Notes for Referrals • Amb Common Clinic Notes • Routine General Labs • Radiology Reports • RAD Radiology Reports 	<p>Used minimally since Referral Management has gone live. May be used to print a paper copy of a patient's referral, if requested by a patient.</p>
<p>Documents Template</p>	<ul style="list-style-type: none"> • Clinical Documents • Radiology Reports • Focus Notes 	<p>Used for office notes and diagnostic reports to print only a copy. This cannot be used to fax as there is not a fax cover page. To print any document from within a patient's chart, right click on the document and select print.</p>
<p>HIM CP Diagnostic Results and Reports</p>	<ul style="list-style-type: none"> • Fax Cover Page • Pathology • Routine General Laboratory • Sensitive General Laboratory HIV • Sensitive General Laboratory Toxicology Urine • Sensitive General Laboratory Toxicology Blood • Sensitive Laboratory Reports • POC Lab Results • Blood Bank Reports • Microbiology Results • Microbiology Reports • Reference Labs – Discrete • Reference Labs • Diagnostic Radiology Reports • RAD Diagnostic Radiology Reports • Computed Tomography Reports • RAD Computed Tomography Reports • Ultrasound Reports • RAD Ultrasound Reports • Nuclear Medicine Reports • RAD Nuclear Medicine Reports • Magnetic Resonance Imaging Reports • RAD Magnetic Resonance Imaging Reports • Interventional Reports • RAD Interventional Reports 	<p>Used to release the patient's chart for the selected encounter. Designed by HIM to release the patient's chart to either the patient or another requestor. May also be used to fax specific results for labs or radiology. Note: the selected encounter must be the encounter the order was entered on. Orders entered on two different encounters will require two different faxes.</p>

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	<ul style="list-style-type: none"> • Mammography Reports • RAD Mammography Reports • Bone Density Reports • RAD Bone Density Reports • PET Reports • RAD PET Reports • Cardiology Procedures and Studies • Pulmonary Procedures and Studies 	
<p>HIM Diagnostic Results and Reports</p>	<ul style="list-style-type: none"> • Pathology • Routine General Laboratory • Sensitive General Laboratory HIV • Sensitive General Laboratory Toxicology Urine • Sensitive General Laboratory Toxicology Blood • Sensitive Laboratory Reports • POC Lab Results • Blood Bank • Microbiology • Microbiology Reports • Reference Laboratory – Discrete • Reference Lab • Diagnostic Radiology • RAD Diagnostic Radiology • Computed Tomography • RAD Computed Tomography • Ultrasound • RAD Ultrasound • Nuclear Medicine • RAD Nuclear Medicine • Magnetic Resonance Imaging • RAD Magnetic Resonance Imaging • Interventional • RAD Interventional • Mammography • RAD Mammography • Bone Density • RAD Bone Density • PET • RAD PET • Cardiology Procedures and Studies • Pulmonary Procedures and Studies 	<p>Used to release the patient's chart for the selected encounter.</p> <p>Designed by HIM to release the patient's chart to either the patient or another requestor. May also be used to print specific results for labs or radiology. Note: the selected encounter must be the encounter the order was entered on. Orders entered on two different encounters will require two different printouts.</p>

For more information on using Medical Records Request, refer to the document **Printing or Faxing using Medical Record Request** on the [Clinical EHR Education website](#).