# Orders Printing and Faxing for Providers, Clinical and Clerical Staff

Cerner PowerChart Ambulatory **EDUCATION**

Medical Record Request (MRR) is used to print or fax orders in PowerChart for an individual patient. Medical Record Request is encounter specific and will only pull information from the encounter that is selected.

Orders Printing and Faxing

1. While in a patient chart, click on [Medical Record Request] located on the top toolbar.
   a. If printing a single document, the MRR box will open automatically when print is selected.
2. Select the correct **Template**.
   a. See the Medical Record Request Templates document for details on what data is included in each template, located on the Clinical EHR Education website.
3. Select the **Purpose**.
4. Select the radio button **Device selected**.
   a. **Note**: The Related Providers tab must be selected to see this option.
5. Click on the **Sections** tab to verify the correct Sections are included in the Template selected.
   a. *If AMB CP Scheduling Comprehensive Template is used, the Sections needed must be selected. If nothing is selected, all sections will be faxed or printed*.
6. Click the drop-down arrow next to **Device** and select the desired device for printing or faxing. The fax Device is the location that the fax is being sent **from**.
   a. Refer to the Fax Favorites in Medical Records Request document on the Clinical EHR Education website for instructions on Device Favorites.
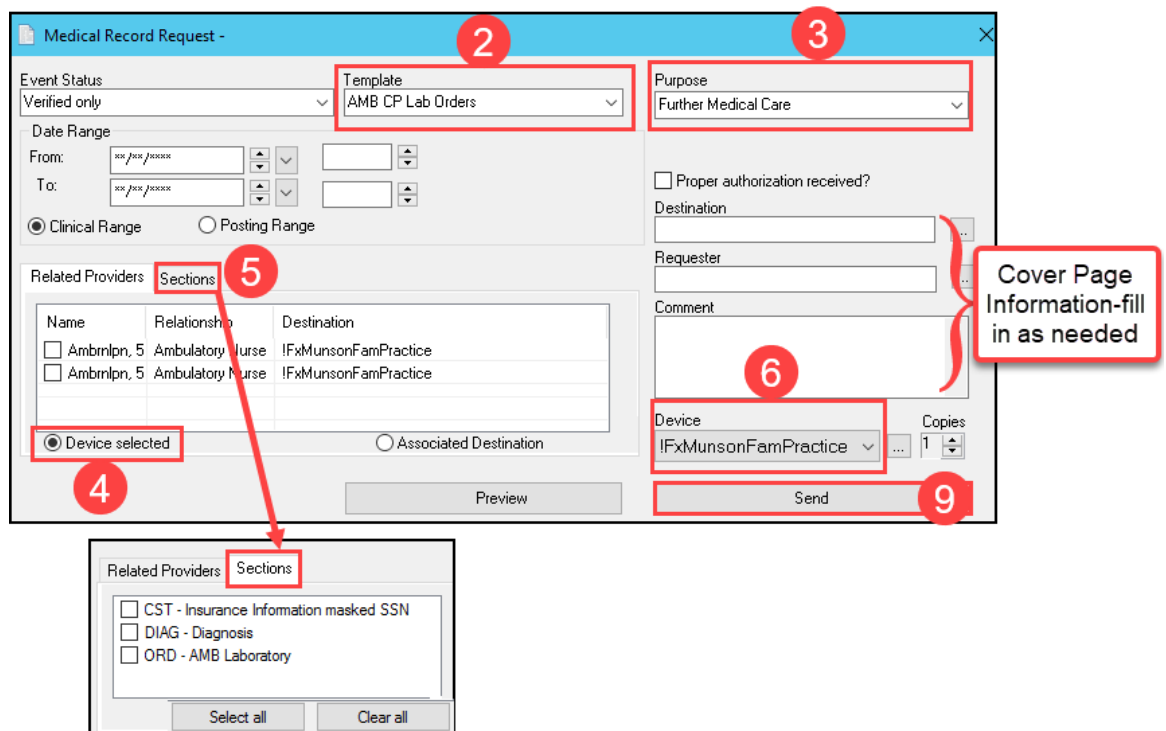
7. If the fax station selected opens to a blank phone number, enter the **10-digit fax number** (area code and fax number).
8. Click **OK**.
9. Click **Send**.