

Printing or Faxing using Medical Record Request for All Staff

Cerner PowerChart Ambulatory EDUCATION

Printing or faxing electronically from PowerChart is done using Medical Record Request (MRR) for an individual patient. Medical Record Request is encounter specific and will only pull information from the encounter that is selected.

Printing or Faxing using Medical Record Request

1. In a patient's chart, click on **Medical Record Request** located on the top toolbar.
 - a. If printing a single document, click on Print. The Medical Record Request print window will open automatically.
2. Select the correct **Template** based on the need. This may default to the incorrect template. A **template must be selected from the available listing**.
 - a. Ex: Select AMB Scheduling Radiology to fax radiology orders.
 - b. See the *Medical Records Request Templates* document within Document Management on the [Clinical EHR Education](#) website for details on what information is included in each Template.
3. Select the **Purpose**.
4. Select the **Device selected** radio button.
 - a. **Note:** The Related Providers tab must be selected to see this option.
5. Click the **Sections** tab to verify the correct Sections are included in the Template selected.
 - a. If AMB CP Scheduling Comprehensive Template is selected, **choose** which Sections to print or fax. **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. If faxing, select the fax name for the practice where the fax is coming **from**.
 - a. Refer to the Clinical or Clerical Staff Personalization documents on the [Clinical EHR Education website](#) for instructions on setting Medical Record Request Device Favorites.

The screenshot shows the 'Medical Record Request' window with the following elements highlighted by red boxes and numbered callouts:

- 2**: Template dropdown menu showing 'AMB CP Scheduling Comprehensive'.
- 3**: Purpose dropdown menu showing 'Further Medical Care'.
- 4**: 'Device selected' radio button.
- 5**: 'Sections' tab.
- 6**: Device dropdown menu showing 'IFxMunsonFamPractice'.
- 9**: 'Send' button.

A red box labeled 'Fill in as needed.' points to the 'Destination', 'Requester', and 'Comment' fields.

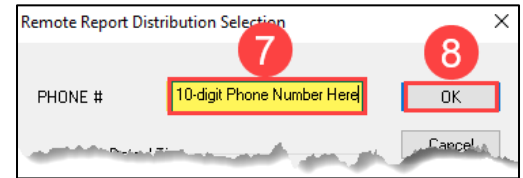
| N | Relationship | Destination |
|--|-------------------------|---------------|
| <input type="checkbox"/> Hukos Jr, John R | IS Analyst | IFxMunsonFamF |
| <input type="checkbox"/> SYSTEM | Other (Lifetime) | IFxMunsonFamF |
| <input type="checkbox"/> SYSTEM0E | Other (Lifetime) | IFxMunsonFamF |
| <input type="checkbox"/> Saunders PharmD, Alison | Hospital Clinical Staff | IFxMunsonFamF |

NOTE: The Date and Time range do not need to be changed unless there are multiple future orders on the patient, and it is needed to narrow down the template to the exact date and time the order was placed.

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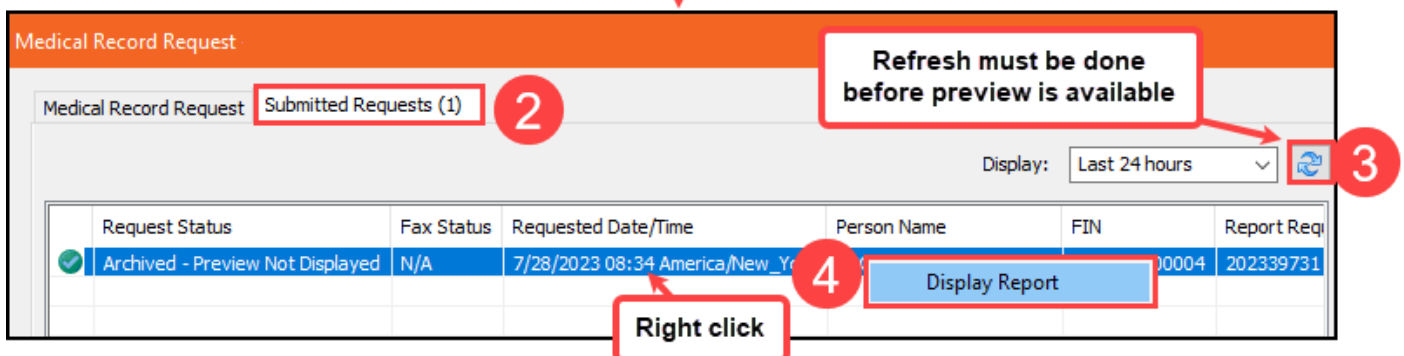
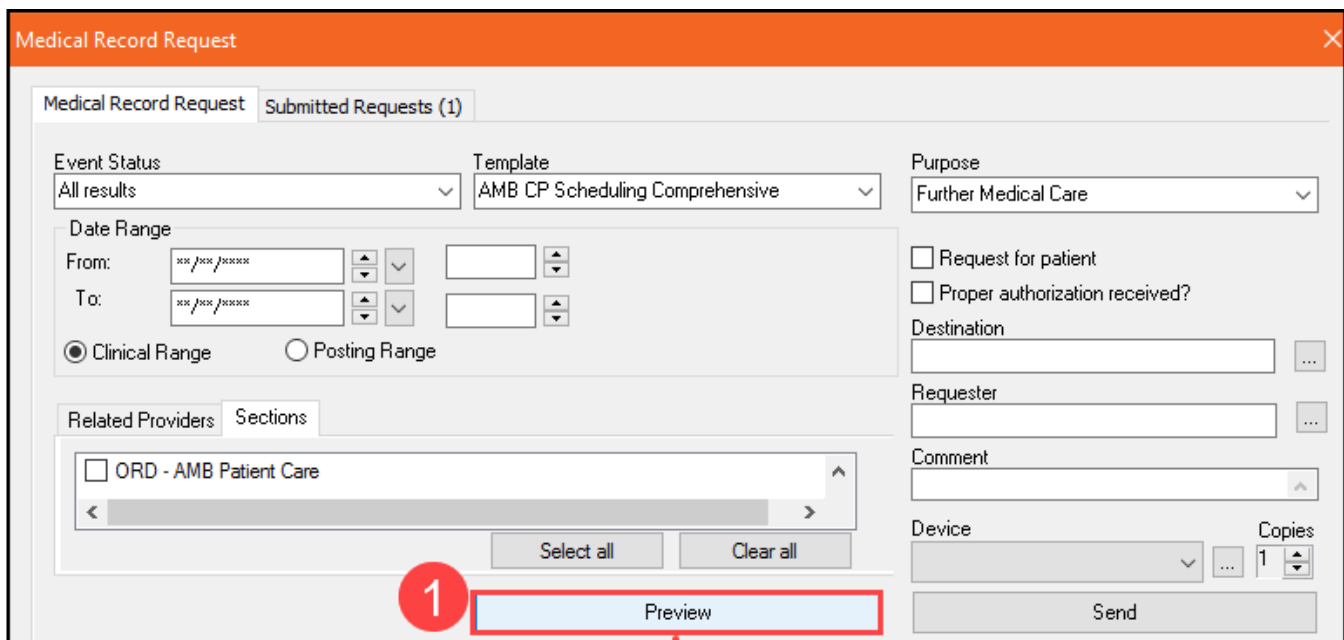
7. If the fax station selected opens to a blank phone number, free type the 10-digit fax number (area code and fax number).
8. Click **OK**.
9. Click **Send**.



Medical Record Request Preview

To preview a Medical Record Request prior to printing or faxing:

1. Click **Preview** on Medical Record Request once the Template and Sections desired for printing have been selected and all additional information needed is entered.
2. The Submitted Requests tab will open.
3. Click refresh to update the request from dithered to available.
4. Right click on the Pending request and select Display Report.



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