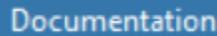


PRINTING OR FAXING MEDICAL DOCUMENTATION - INTERPROFESSIONAL

Printing OR Faxing Medical Record Request:

When a patient is transferred to another facility, their electronic documentation is printed (or can be faxed) and sent as a paper record to the receiving care providers. Patients should continue to request their medical records through Health Records.

1. Open **Powerchart** from the AppBar.
2. Open the patient's chart, select the correct encounter and click on "**Documentation**" tab.



3. Locate the Documentation you wish to Print or Fax within the documentation list.

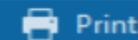
+ Add | Sign | Forward | Modify | In Error | Preview

List

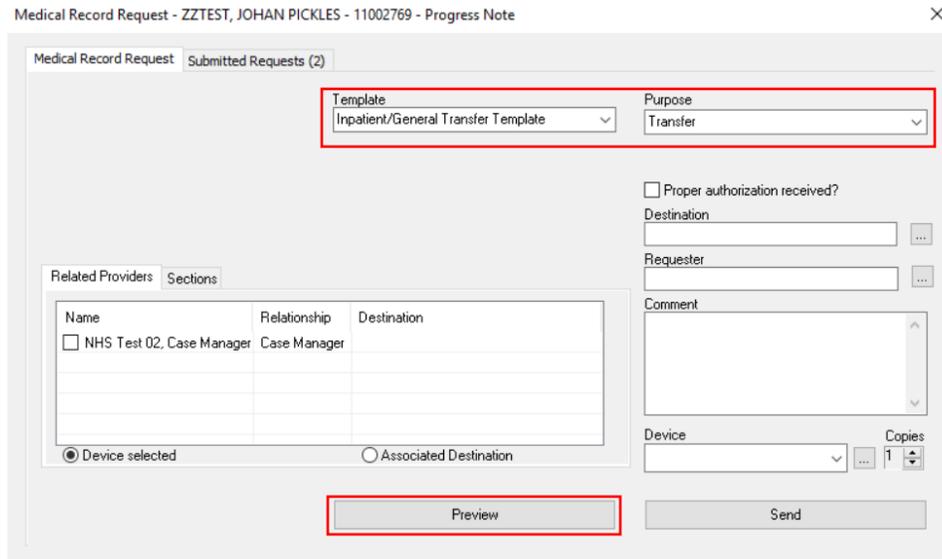
Display: All | Advanced Filters

Service Date/Ti...	Subject	Type
2024-Aug-14 13:02:00	Complex Care and Rehabilitation Application	CCC/Rehabilitatio
2024-Aug-14 12:29:24	Progress Note	Nursing Progress
2024-Aug-08 10:23:47	Inpatient Discharge Instructions	Discharge Instruct
2024-Jul-30 11:54:00		ECG CV
2024-Jul-30 11:47:00		ECG CV
2024-Jul-29 14:10:00		ECG CV
2024-Jul-29 14:05:00		ECG CV
2024-Jul-29 14:03:00		ECG CV
2024-Jul-24 10:46:00	Infectious Disease Risk Screening	Infectious Disease
2024-Jul-23 14:41:00	Infectious Disease Risk Screening	Infectious Disease
2024-Jul-17 18:16:00	Goals of Care Order Documentation	Goals of Care Doc
2024-Jul-17 16:31:00	Provider Letter	Provider Letter
2024-Jul-17 15:49:58	Progress/SOAP Note	Progress Note
2024-Jul-03 13:24:00	Behavioural Supports Ontario (BSO) Assessment	BSO Assessment -
2024-Jul-03 11:50:00	Admission History Adult	Admission History
2024-Jul-03 09:51:00	Allergy Rule	Allergy Rule - Text
2024-Jul-03 09:50:00	Height Weight Allergy Rule	Height Weight All
2024-Jul-03 09:22:00	History and Physical	History and Physic

4. Once the document is highlighted in blue, select the "Print" icon on the top right.



4. Select the **"Template"** and **"Purpose"** for Printing drop-down menu in the Medical Record Request window.
5. Click **"Preview"**.



Medical Record Request - ZZTEST, JOHAN PICKLES - 11002769 - Progress Note

Medical Record Request Submitted Requests (2)

Template: Inpatient/General Transfer Template Purpose: Transfer

Proper authorization received?

Destination: [] ...

Requester: [] ...

Comment: []

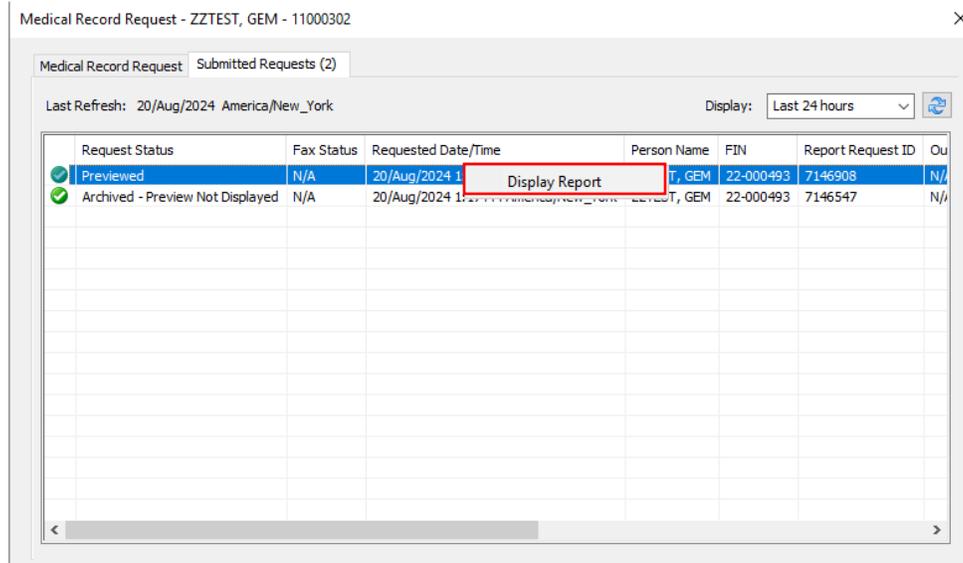
Device: [] Copies: 1

Device selected Associated Destination

Preview Send

Note: The Medical Record Requests PDF Preview and Submitted Requests window appears. This preview will display all MRR requests created for the patient in the past 72 hours.

6. Click **"Refresh"** to finalize query.
7. Right-Click on the report and select **"Display Report"** from the menu to review the form that is being sent.



Medical Record Request - ZZTEST, GEM - 11000302

Medical Record Request Submitted Requests (2)

Last Refresh: 20/Aug/2024 America/New_York Display: Last 24 hours

Request Status	Fax Status	Requested Date/Time	Person Name	FIN	Report Request ID	Out
✓ Previewed	N/A	20/Aug/2024 1	T, GEM	22-000493	7146908	N/A
✓ Archived - Preview Not Displayed	N/A	20/Aug/2024 1	ZZTEST, GEM	22-000493	7146547	N/A

Note: Previewing the document is not necessary for processing unless required.

8. Review the report selected. When finished, select the "X" to the right to close window.

ZZTEST, JOHAN PICKLES - 10030009.pdf

St. Catharines Site 1200 Fourth Avenue St. Catharines, Ontario L2S 0A9 9053784647

Patient Information

Patient Name: ZZTEST, JOHAN PICKLES Sex: Male
 Home Address: 123 TEST STREET DOB: 01/01/1990
 ST CATHARINES, Ontario L5N2T2 Age: 34 Years
 Home Phone: Religion: No Disclosure
 Employer Name: Unknown SSN:
 Employer Phone: Race:

Guarantor Information

Guarantor Name: ZZTEST, JOHAN PICKLES Sex: Male
 Patient's Reltn: Self DOB: 01/01/1990
 Billing Address: 123 TEST STREET Age: 34 Years
 ST CATHARINES, Ontario L5N2T2 Religion: No Disclosure
 Billing Phone: SSN:
 Employer Name: Unknown Marital Status: Single
 Employer Phone:

Contact Information

Emergency Contact Next of Kin
 Contact Name: MOTHER TEST
 Patient's Reltn: Mother Contact Name:
 Sex: Patient's Reltn:
 Home Phone: Sex:
 Home Phone:

Primary Insurance

Subscriber Name: ZZTEST, JOHAN PICKLES Insurance Name: MINISTRY OF HEALTH - OHIP
 Patient's Reltn: Self Claim Address:
 Sex: Male Insurance Phone:
 DOB: 01/01/1990 Policy Number: 1234567890
 Age: 34 Years Group Number:
 Employer Name: Unknown Authorization Number:
 Employer Phone: Authorization Phone:
 Financial Class: Ontario Health Insurance Plan Authorization Contact:
 Group Name:

Secondary Insurance

Subscriber Name: Insurance Name:
 Patient's Reltn: Claim Address:
 Sex: Insurance Phone:
 DOB: Policy Number:
 Age:

Note: Do not use the Print icon from the PDF version, as it will not be trackable. Medical Record Requests must be trackable for future verification.

9. Return to the "Medical Record Request" tab, select the printer/fax device from the drop-down menu. To send a fax to a printer that is not within the fax library, the user can type in "AdHoc" and select the _Adhoc Fax for external faxes.

Medical Record Request - ZZTEST, JOHAN PICKLES - 11002769 - Progress Note

Medical Record Request Submitted Requests (1)

Template: Inpatient/General Transfer Template Purpose: Transfer

Proper authorization received?

Destination: []

Requester: []

Comment: []

Name	Relationship	Destination
<input type="checkbox"/> NHS Test 02, Case Manager	Case Manager	

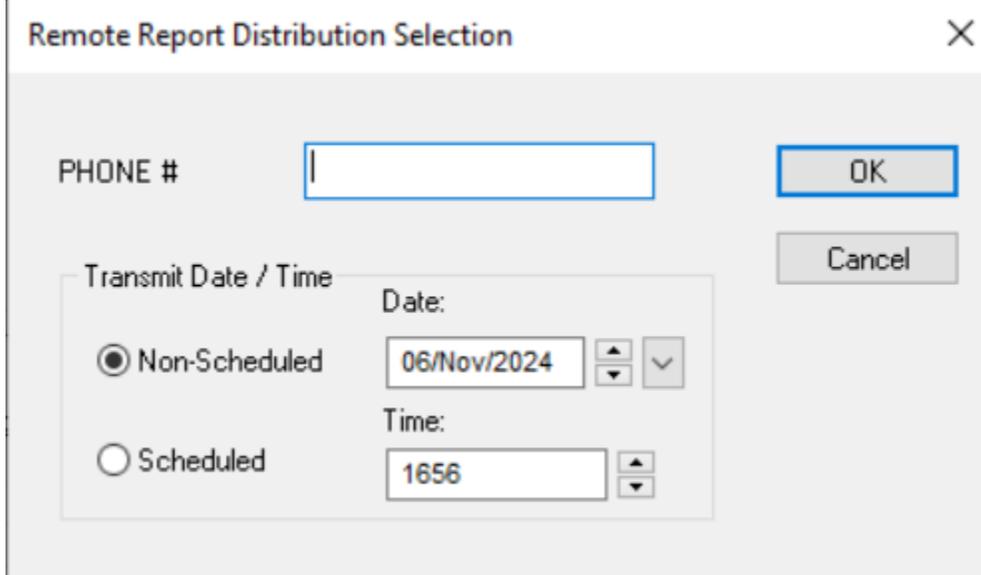
Device selected Associated Destination

Device: adhoc [] Copies: 1

All that contain "adhoc"
_Adhoc Fax

Preview [] []

10. If the AdHoc fax option was selected, enter the corresponding fax number in the "PHONE#" box. Select OK once done.



Remote Report Distribution Selection

PHONE #

Transmit Date / Time

Non-Scheduled

Date:

Scheduled

Time:

11. Then click "send".

Note: For Clinical Solutions: A Medical Record Request is needed when transferring a patient to a facility that can't access the Electronic Health Record. Follow your site's guidelines for printing/faxing patient information. This request can also be used for printing discharge instructions for the patient either in the ED, ambulatory clinic or inpatient unit.