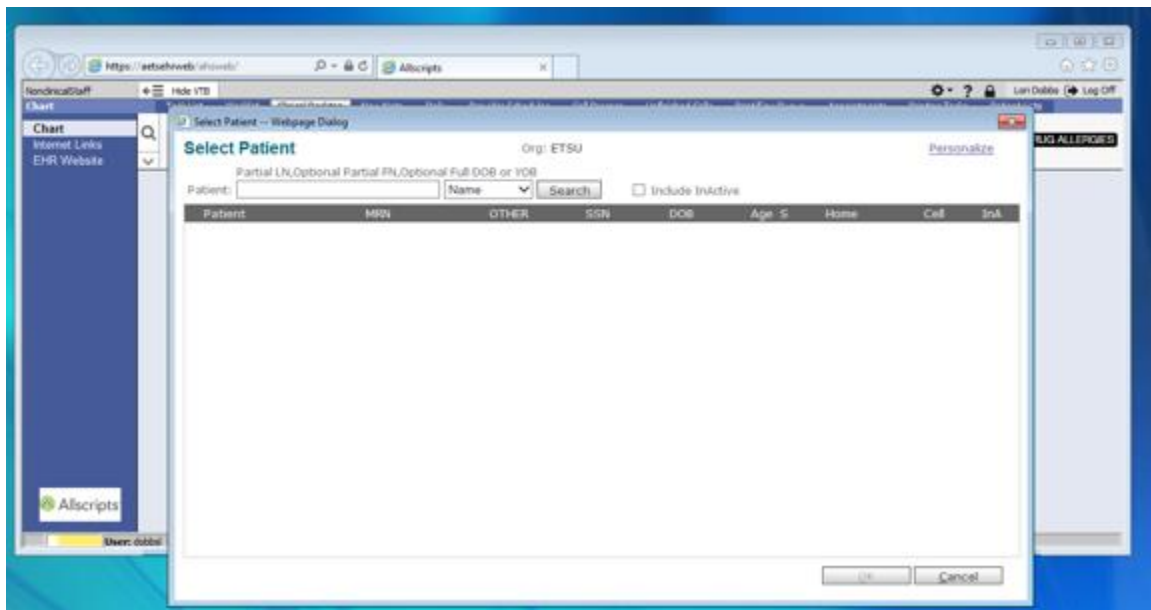


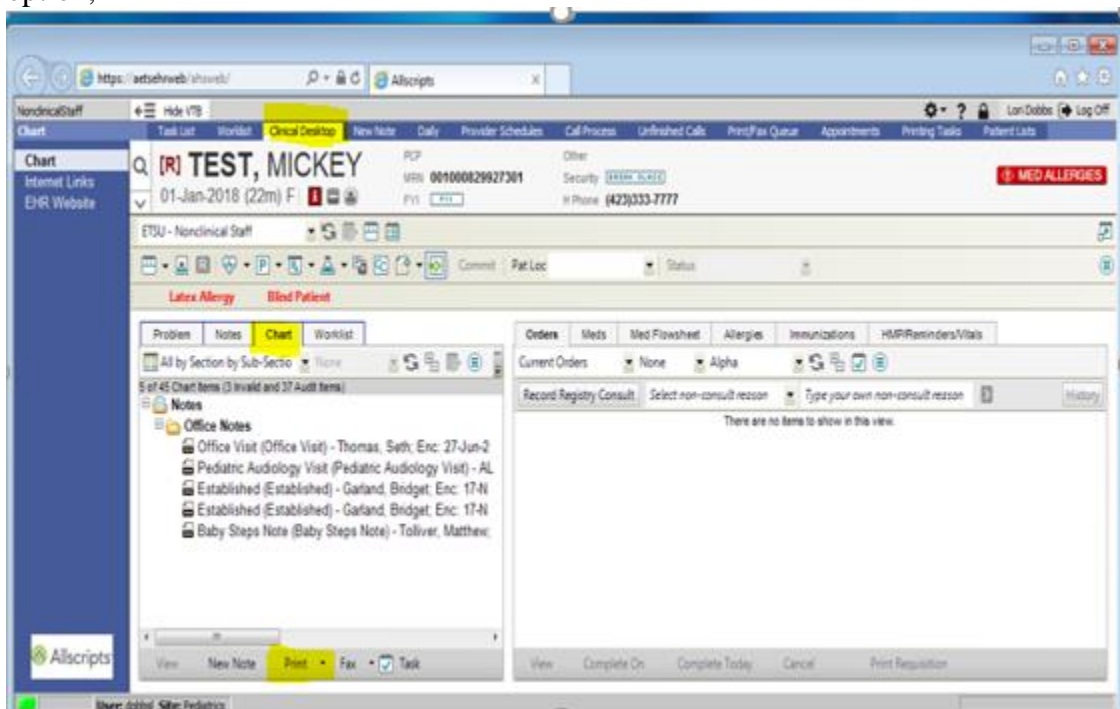
Go into Allscripts

Select your patient either by DOB or Last Name, First Name

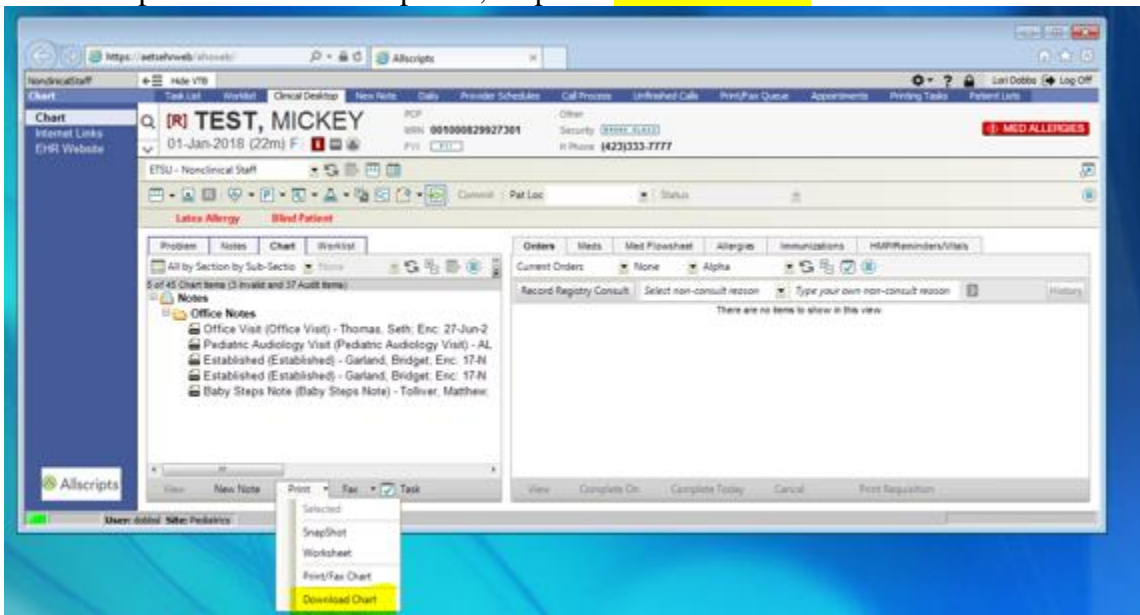


Once you find the patient you are working on

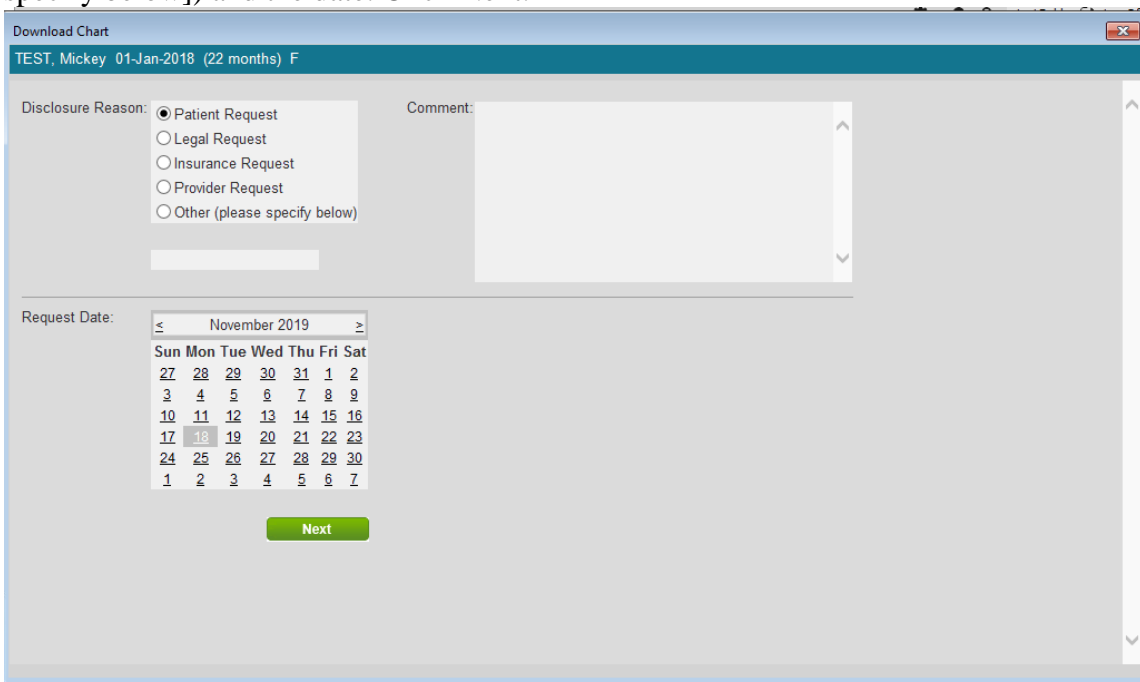
Choose **Clinical Desktop** tab, then **Chart** tab, and go to the bottom click on the **Print** option,



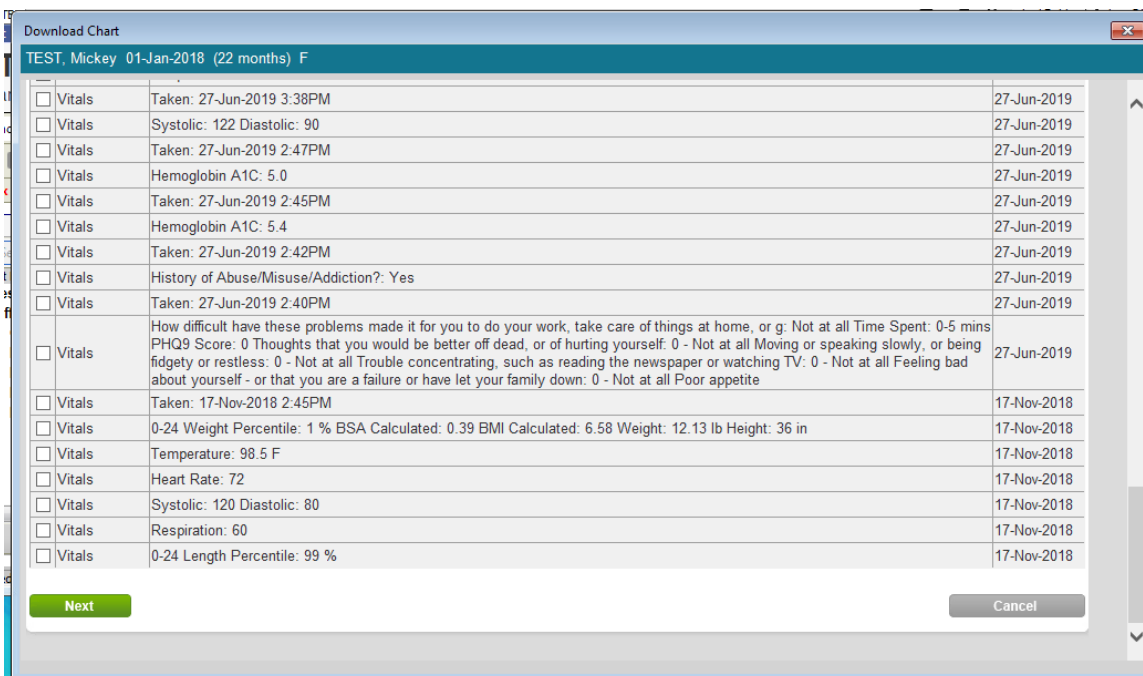
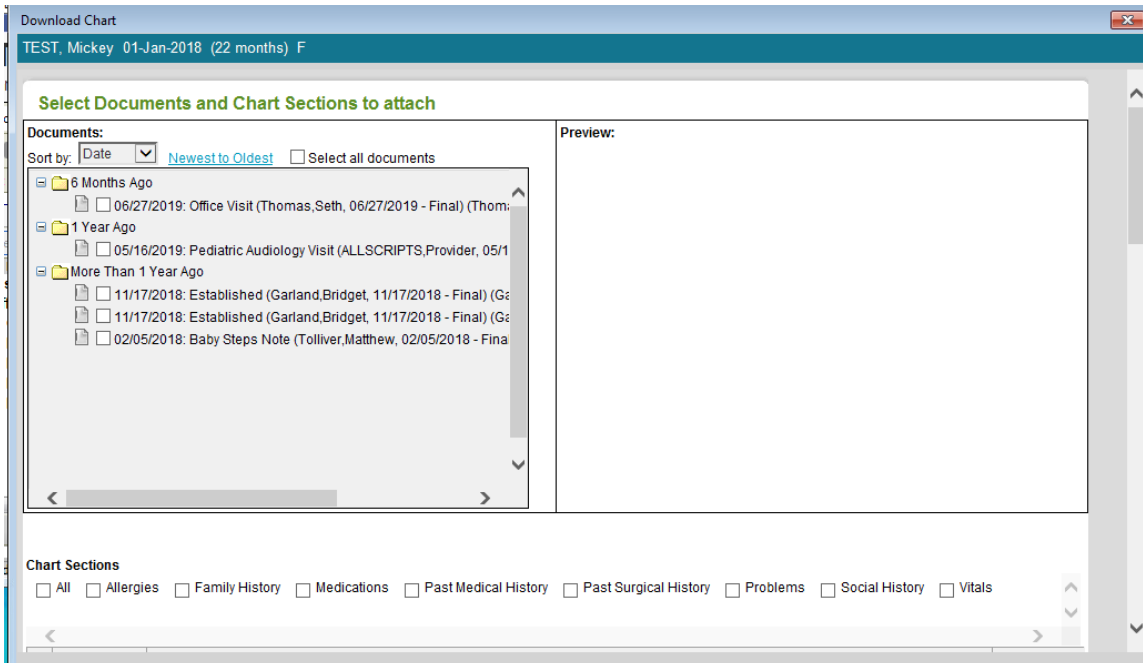
it will drop down with a few options, pick **Download Chart**



choose the option ( patient, Legal , InsuranceProvider Request or Other [if other specify below]) and the date. Click Next.



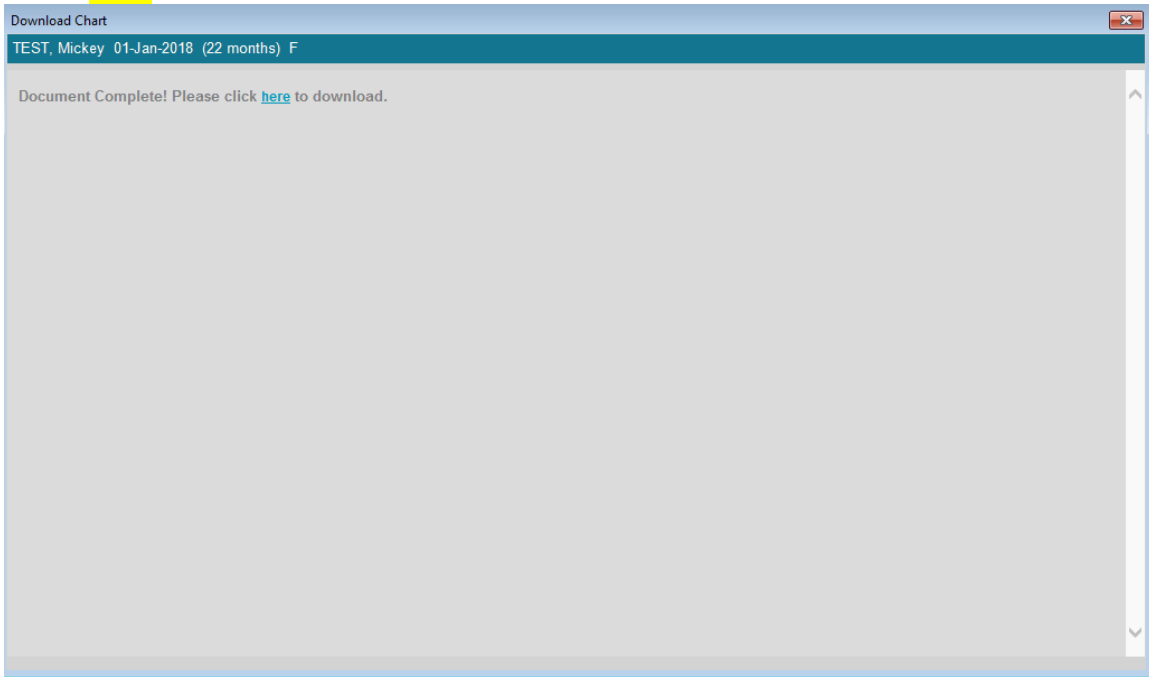
Then Choose everything that is to be sent and choose **next**



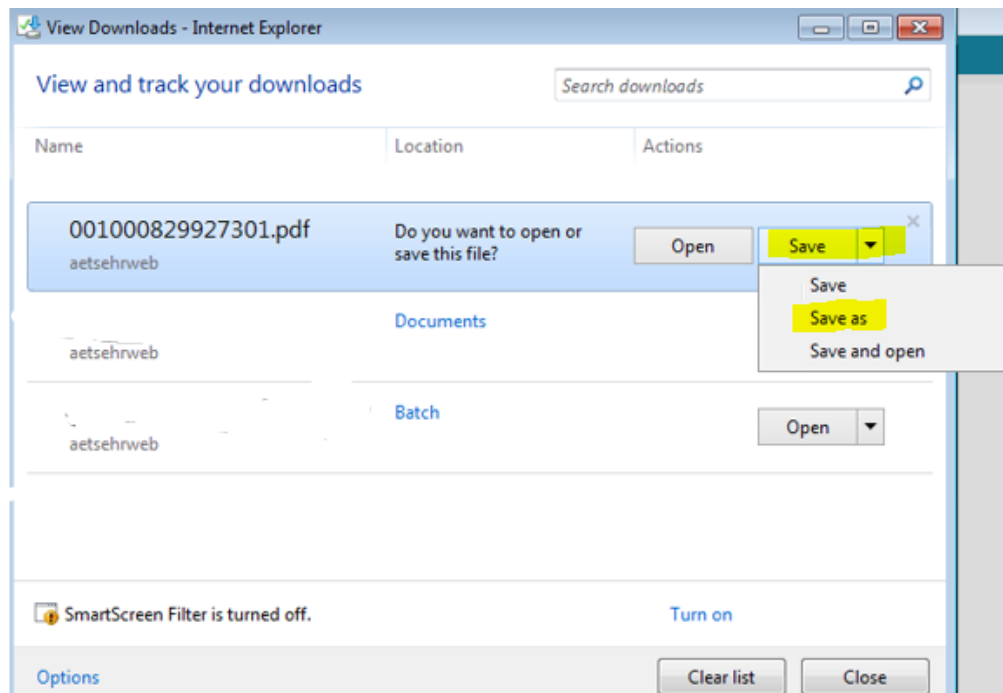
and choose **next**

Once it says Document Complete! Please Click here to download.

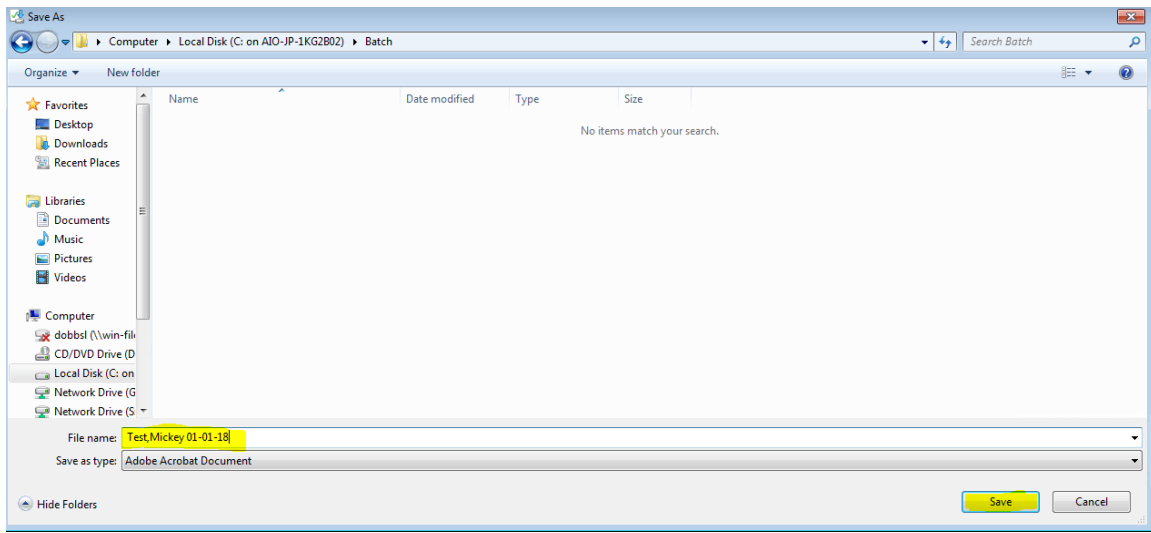
Click [Here](#)



Drop down on [save](#)  
Choose [save as](#)



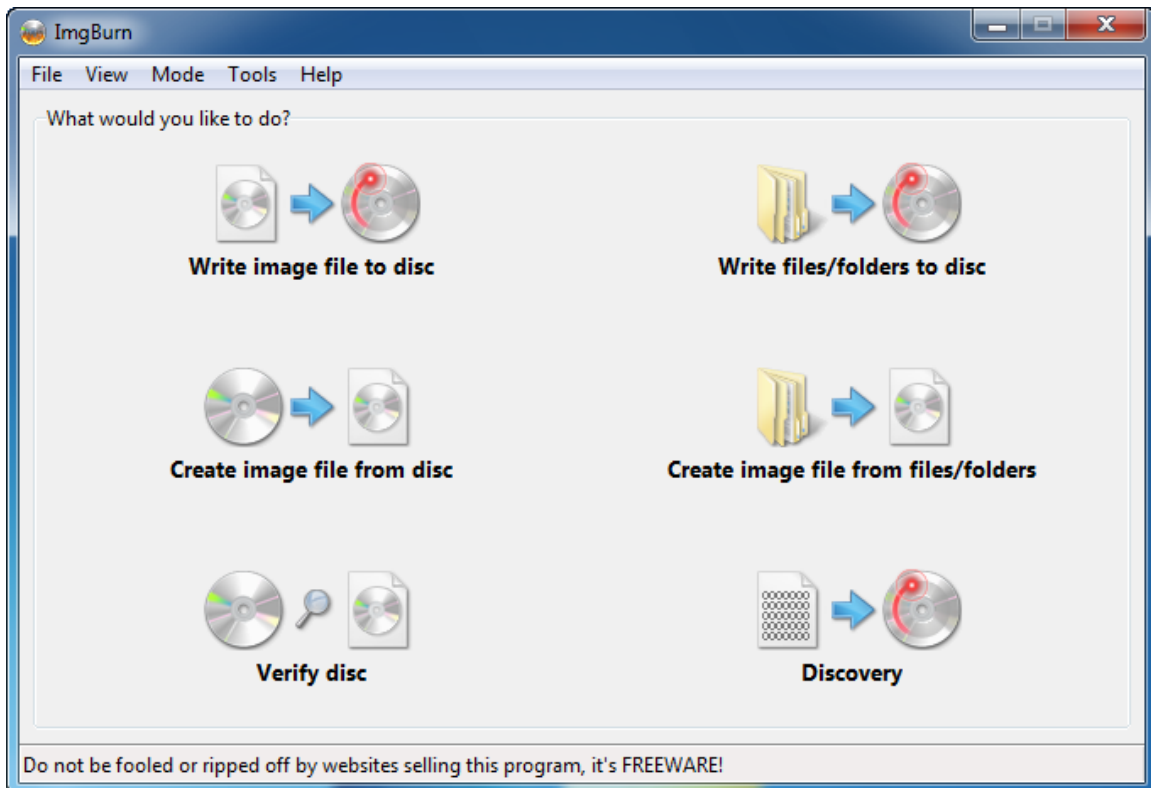
name it and [save](#) it to your batch.



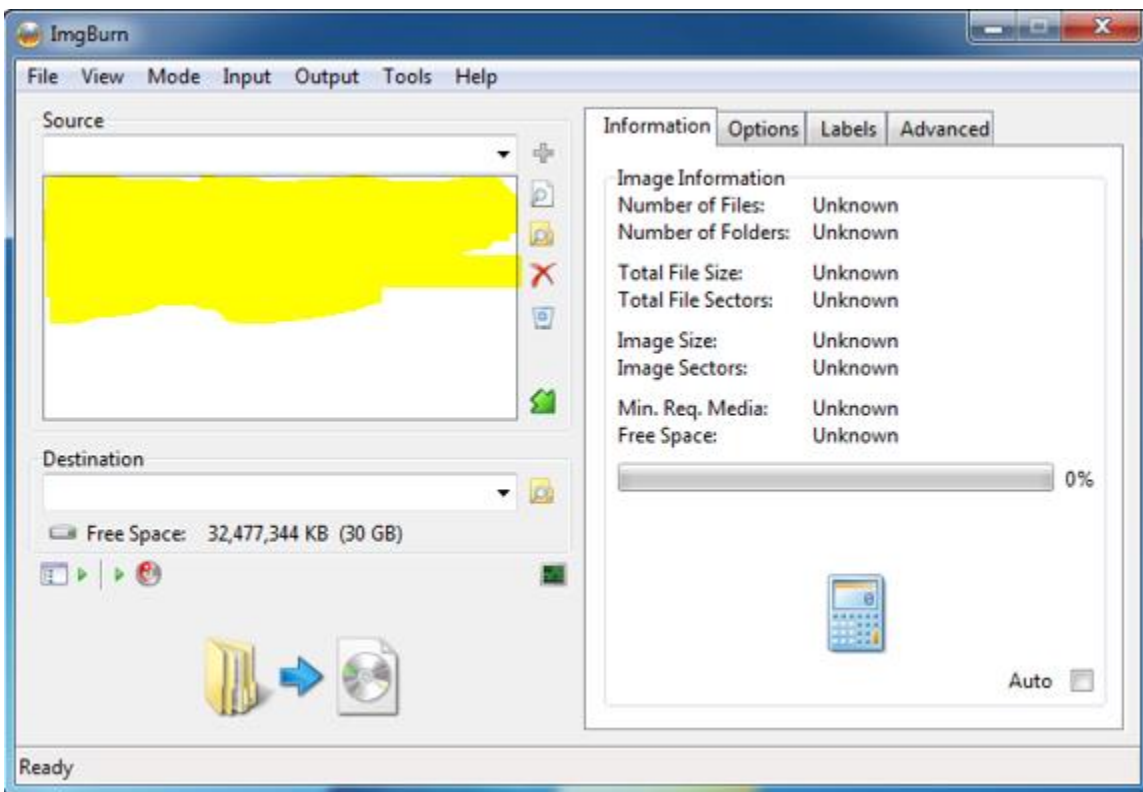
Insert a cd

Open Imgburn

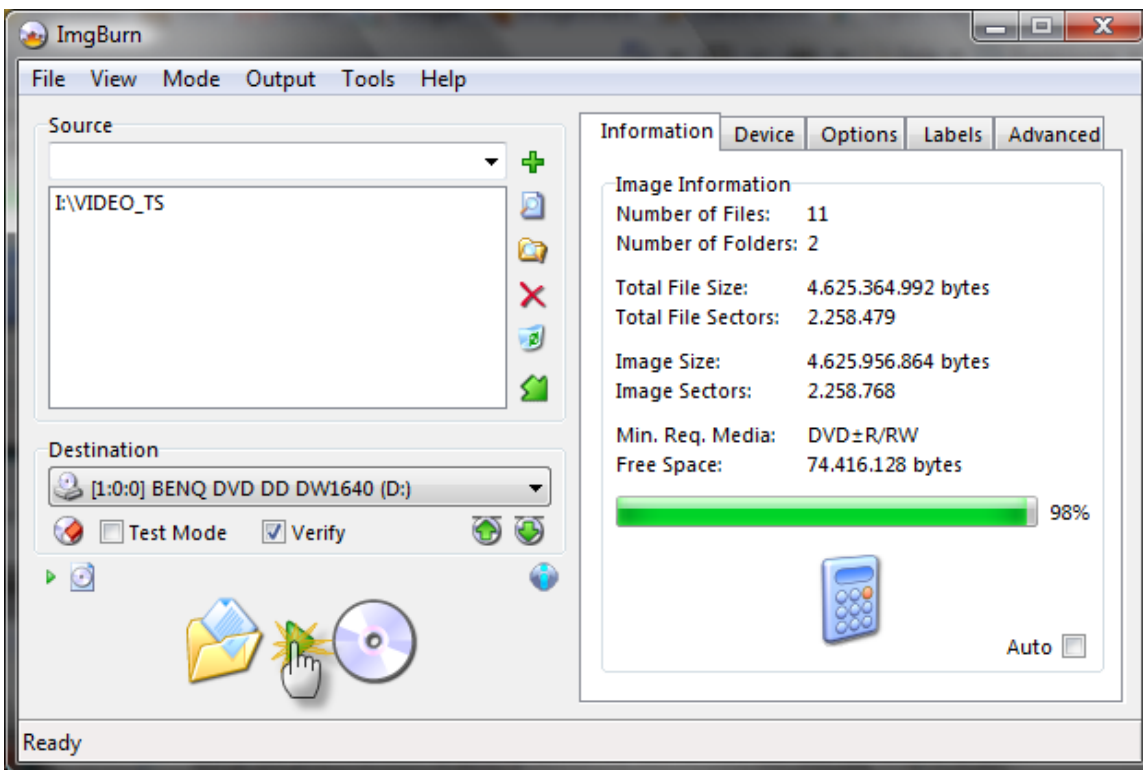
Click on Write Files/folders to disc



Find the file in the batch you want to move and drag it to this box

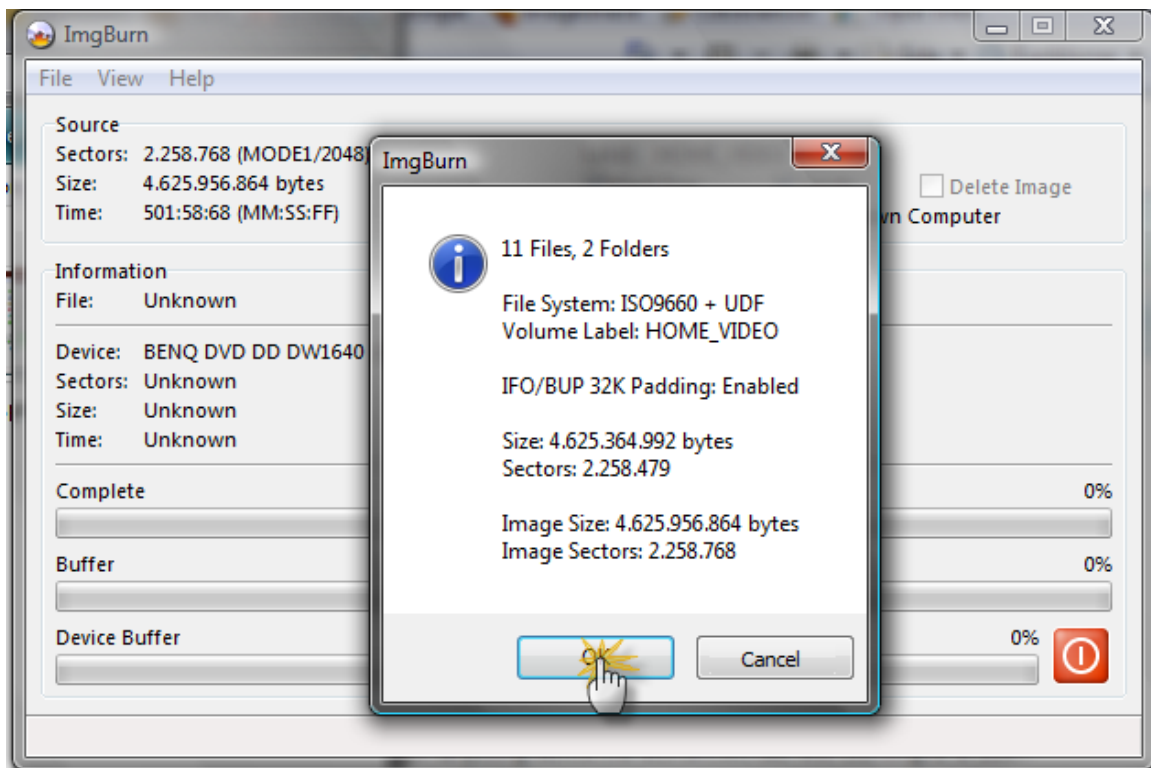


Then Click on the little folder to disc at the bottom



Then Click OK

Then OK again



Sit back and wait, it will start burning

