Step-By-Step: Filtering Charts for Printing or Faxing

Navigate to the Clinical Desktop.

Click on the Quick Filter icon.

Filter by Date and/or Quick Filters.

In this example, we filtered by Date Range and Specialty

The filtered chart view will only display documents matching the criteria.
Select **Print** and **Chart** from the menu bar below.

Users can select either **Print** or **Fax** and perform the action for only the filtered items displaying in the chart view.