PRINT/FAX SPECIFIC SECTIONS OF CHART

If you want to print or fax large sections from the patient’s chart (but not the entire chart), follow the steps below:

1. Go to the patient’s Clinical Desktop and click on either the Notes or Chart Tab

2. Right Click on any note and select Print and Chart

**Please note that not all employees have access to be able to Print-Chart.**
3. The Print Chart box will pop up. From this point you can choose whether to print or fax.

**TO PRINT**

1. From the Print Chart box go to the Print tab
2. You will need to update the items in yellow
   Server: QETSU Print/Fax Server2
   Printer: (This will be site specific)
   Tray: Automatically Select
   Chart View: This is where you will specify what you want to print (notes, labs, procedures, etc)
3. Click Ok

**TO FAX**

1. From the Print Chart box go to the Fax tab
2. You will need to update all items
   
   **Server:** (This will default to “Any Print Center”)
   
   **Name:** If you are sending the info to a referring doctor, you can pull them in here. This may or may not pull in their fax number automatically.
   
   **Fax Number:** This is where the fax number you are sending to will go.
   
   **Chart View:** This is where you will choose what to send (all notes, labs, etc.)
   
3. Click OK