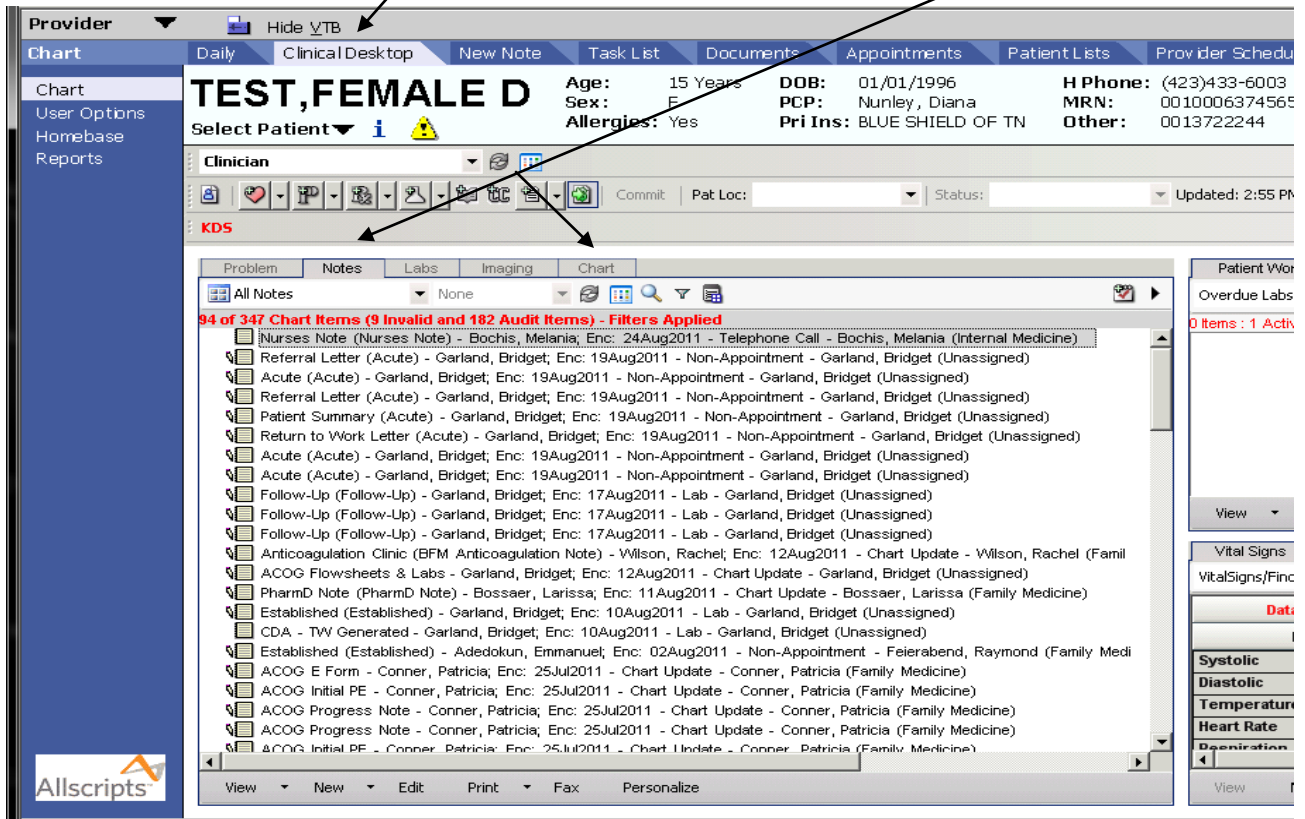


PRINT/FAX SPECIFIC SECTIONS OF CHART

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

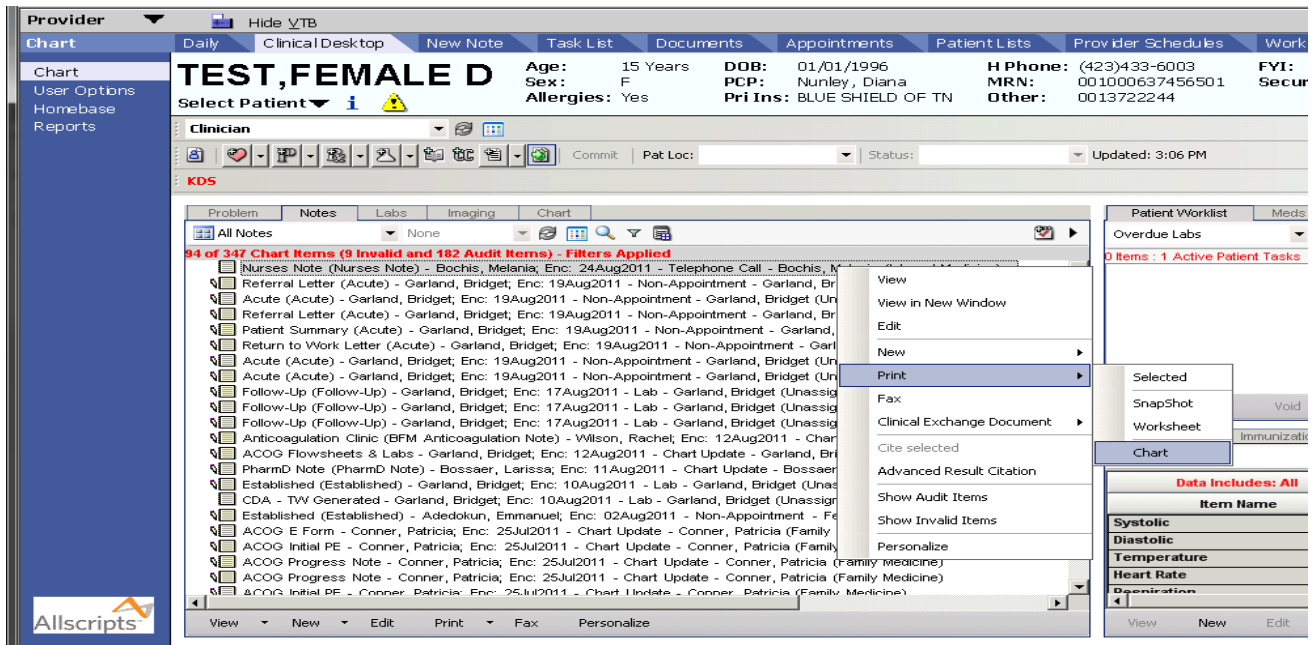
1. Go to the patient's Clinical Desktop and click on either the Notes or Chart Tab



The screenshot shows a medical chart interface for a patient named TEST, FEMALE D. The interface includes a top navigation bar with tabs for Daily, Clinical Desktop, New Note, Task List, Documents, Appointments, Patient Lists, and Provider Schedule. The Clinical Desktop tab is active. The patient's information is displayed, including Age (15 Years), Sex (F), DOB (01/01/1996), H Phone (423)433-6003, PCP (Nunley, Diana), MRN (0010006374569), Allergies (Yes), Pri Ins (BLUE SHIELD OF TN), and Other (0013722244). The Clinician is KDS. The Chart tab is selected, showing a list of 94 of 347 Chart Items (9 Invalid and 182 Audit Items) with filters applied. The list includes various notes and documents, such as Nurses Note, Referral Letter, Patient Summary, Return to Work Letter, Acute, Follow-Up, Anticoagulation Clinic, ACOG Flowsheets & Labs, PharmD Note, Established, CDA, and ACOG E Form. The interface also includes a left sidebar with navigation options (Chart, User Options, Homebase, Reports) and a right sidebar with Patient Work and Overdue Labs sections. The Allscripts logo is visible in the bottom left corner.

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

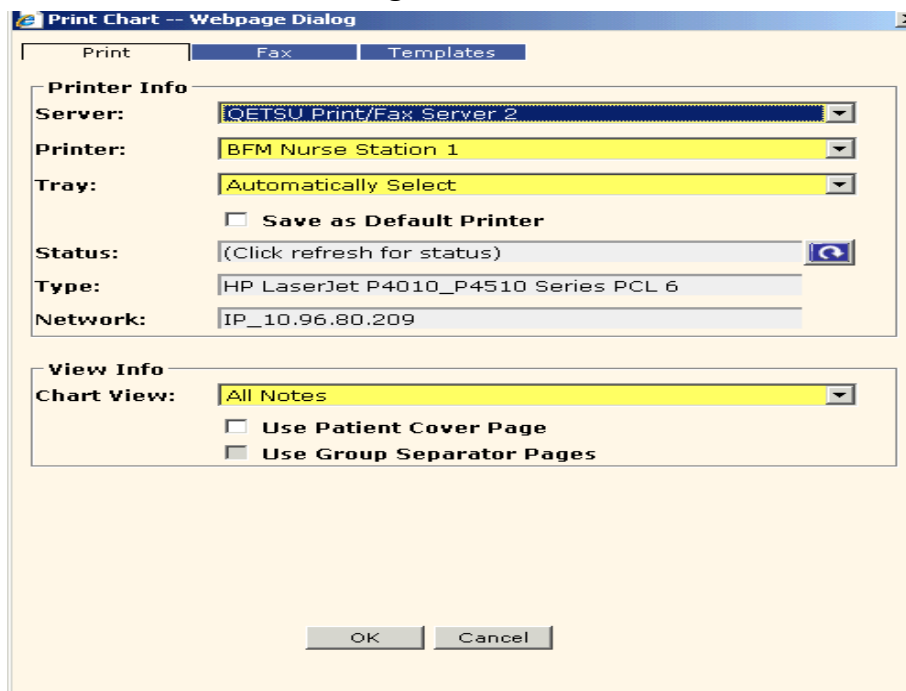
****Please note that not all employees have access to be able to Print-Chart.****



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

PLP: Nuniev, Diana MKIN: 00100063/455501 Security: NO KE

Print Chart -- Webpage Dialog

Print Fax Templates

Fax Server Info
Server: Any Print Center
 Save as Default Server

Recipient Info
Type: Provider Referring
Name: Abu-Malouh,Abdel [All]

General Info
To: Abu-Malouh,Abdel
From: Briggs,Monaco
Fax Number:
Comment:

View Info
Chart View: All Notes
 Use Patient Cover Page
 Use Group Separator Pages

OK Cancel

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.

The screenshot shows a software dialog box titled "Print Chart -- Webpage Dialog" with three tabs: "Print", "Fax", and "Templates". The "Fax" tab is active. It contains several sections: "Fax Server Info" with a dropdown menu set to "Any Print Center" and a "Save as Default Server" checkbox; "Recipient Info" with "Type" set to "Referring" (indicated by a checked radio button) and a name dropdown menu containing "CARRILLO DO,AMY"; "General Info" with fields for "To:" (containing "CARRILLO DO,AMY"), "From:" (containing "Briggs,Monaco"), "Fax Number:" (containing "(423)926-8910"), and a "Comment:" text area; and "View Info" with a "Chart View:" dropdown set to "All Notes" and two checkboxes for "Use Patient Cover Page" and "Use Group Separator Pages". An orange arrow points to the "Name:" dropdown menu.

If you are faxing to an office in general and not to a particular provider, you can delete out the name in the “TO” field.

This screenshot is similar to the previous one but shows the "Recipient Info" section with "Type" set to "Provider" (indicated by a checked radio button). The "Name:" dropdown menu now contains "Abu-Malouh,Abdel". In the "General Info" section, the "To:" field is empty, while "From:" remains "Briggs,Monaco" and "Fax Number:" remains "(423)926-8910". An orange arrow points to the empty "To:" field.

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