

Emergency Medicine Department, Inpatient Nursing Department, Ambulatory Care Manager

Start/Stop

Person or organization has requested a hard copy of a document from a patient's record

Work Step

From Documentation Tab in PowerChart, select the appropriate document and select the "Print" icon to launch Medical Record Request

Work Step

Select the appropriate report template to render your report

Work Step

Select the Purpose for generating this report or leave as default

Work Step

Select the Proper authorization received check box

Work Step

Enter the Destination and Requester of the report (person or organization)

Work Step

Add any Comments concerning the release of this report

Decision

Preview Request?

Work Step

Select Preview

System

Submitted Requests tab displays with the new request selected

System

XR server processes and generates the report

Work Step

Select Refresh on the Submitted Requests tab

Work Step

When the request status updates to Archived - Preview Not Displayed, right-click the request row and select Display Report

System

The report is displayed as a PDF

Work Step

Close the PDF and return to the Medical Record Request tab

Decision

Is the report being sent to a selected device or directly to a related provider?

Work Step

Ensure the Device selected radio button is selected

Work Step

From the Device list, select the device (printer or fax) where the report should be sent

Work Step

Select the appropriate provider from the list

Work Step

Select the Associated Destination radio button

Decision

Is the provider's associated destination type a secure email?

Work Step

Click Send to submit the request