



CLINICAL REPORTING XR TIP SHEET

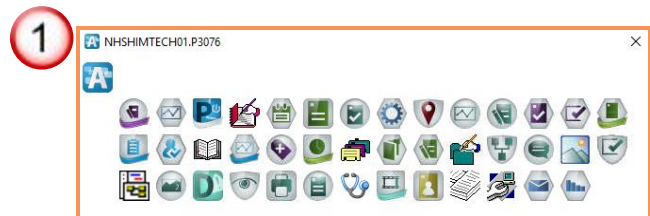
HOSPITAL INFORMATION SYSTEM (HIS)

HIM ROLES

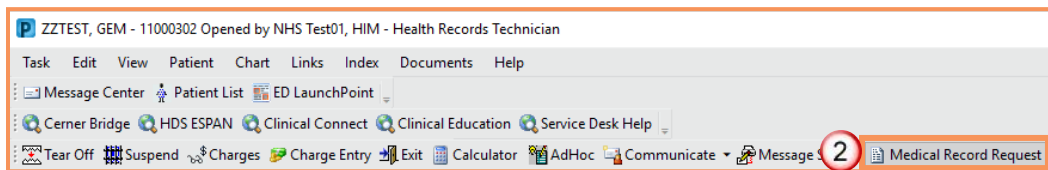
Printing Medical Record Request:

When a patient is transferred to another facility, their electronic documentation is printed and sent as a paper record to the receiving care providers. Patients should continue to request their medical records through Health Records.

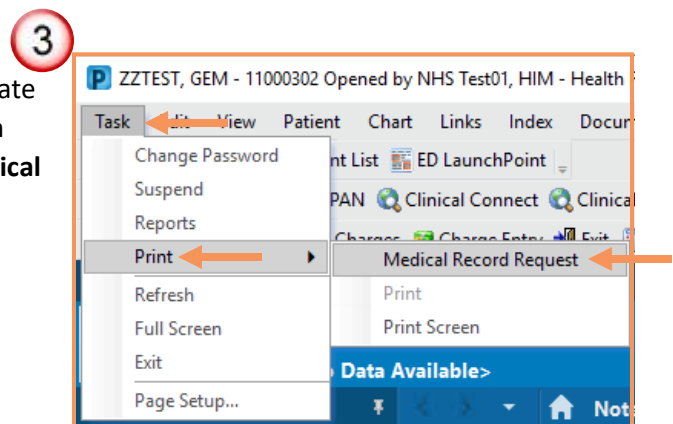
1. Open **Powerchart** from the AppBar.



2. Open the patient's chart, select the correct encounter and click on **"Medical Record Request"** tab.



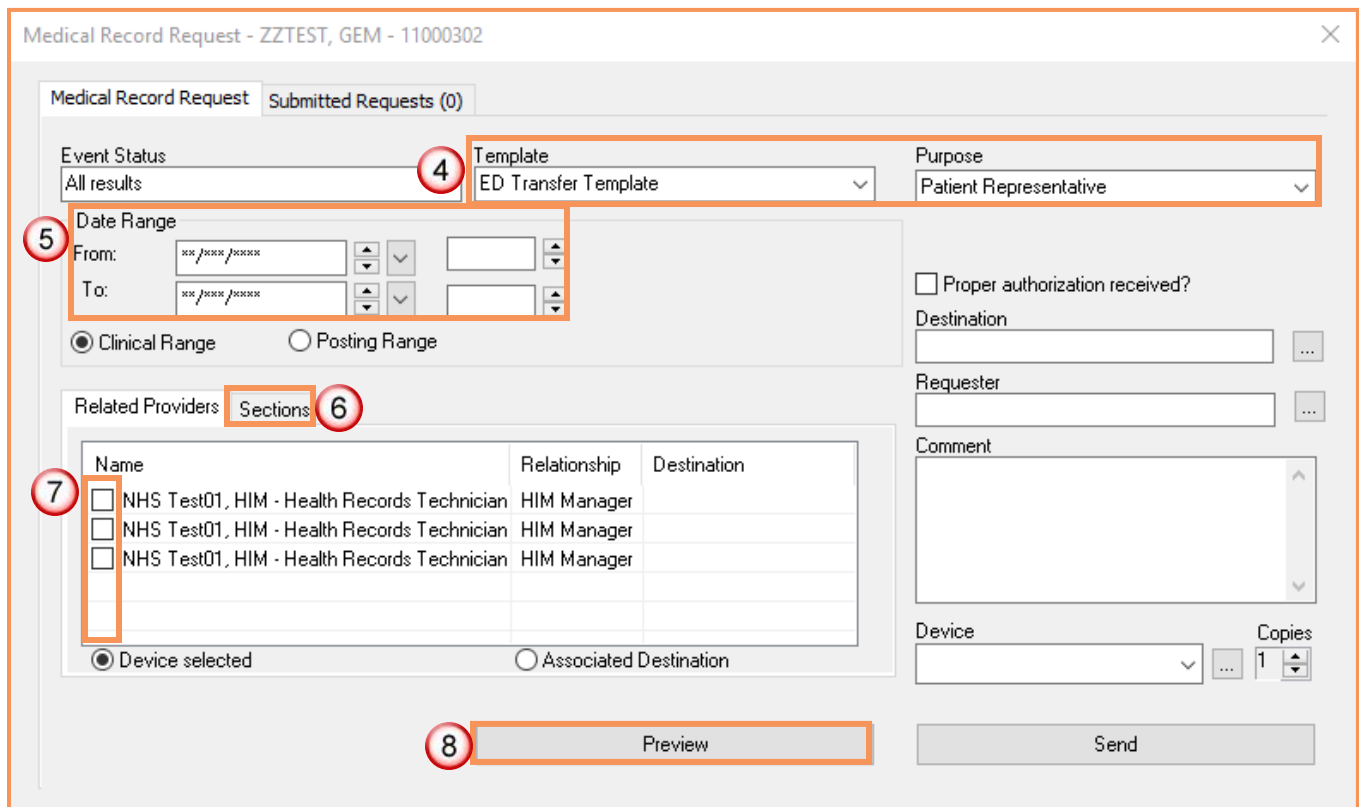
3. To access the Medical Record Task an alternate way, go to the **Task** tab, choose **"Print"** from the drop-down menu, and then select **"Medical Record Request."**



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4. Select the **"Template"** and **"Purpose"** for Printing drop-down menu in the Medical Record Request window.
5. Enter **"Date range"**, use the arrow next to open calendar.
6. Click on the **"Sections"** tab.
7. Select the box(s) next to the type of document you want to print.
8. Click **"Preview"**.



Medical Record Request - ZZTEST, GEM - 11000302

Medical Record Request Submitted Requests (0)

Event Status: All results

4. Template: ED Transfer Template

Purpose: Patient Representative

5. Date Range

From: [Date Picker]

To: [Date Picker]

Clinical Range Posting Range

6. Sections

7. Related Providers

Name	Relationship	Destination
<input type="checkbox"/> NHS Test01, HIM - Health Records Technician	HIM Manager	
<input type="checkbox"/> NHS Test01, HIM - Health Records Technician	HIM Manager	
<input type="checkbox"/> NHS Test01, HIM - Health Records Technician	HIM Manager	

Device selected Associated Destination

8. Preview

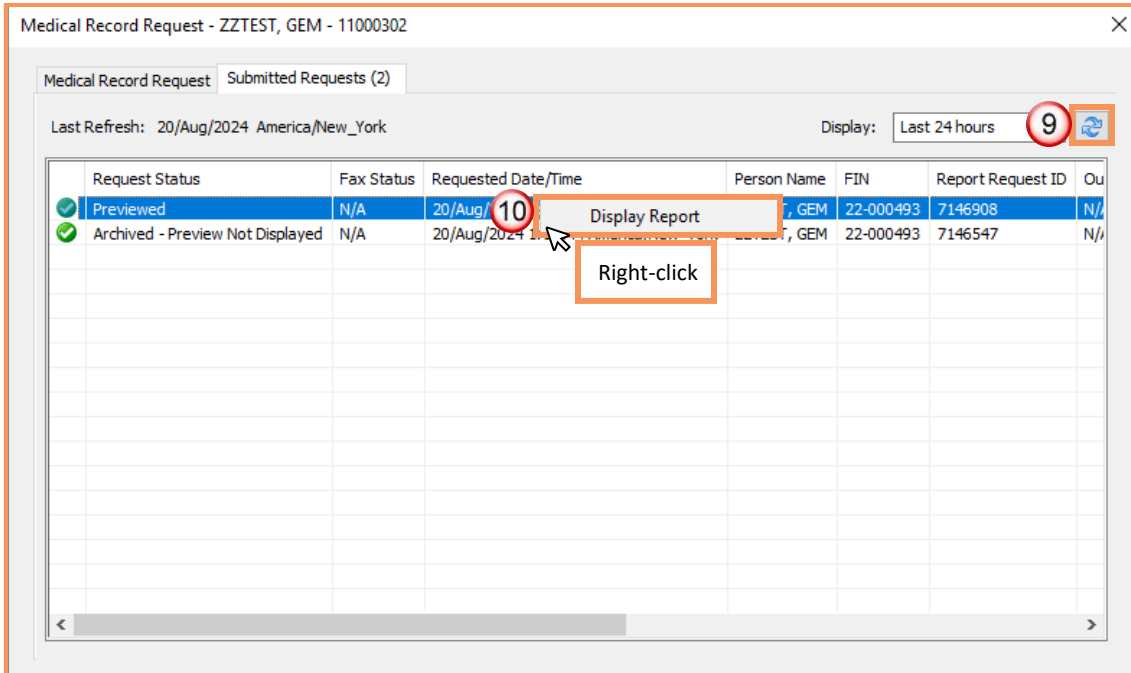
Send

Note: The Medical Record Requests PDF Preview and Submitted Requests window appears. This preview will display all MRR requests created for the patient in the past 72 hours.

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HOSPITAL INFORMATION SYSTEM (HIS)

9. Click "**Refresh**" to finalize query.
10. Right-Click on the report and select "**Display Report**" from the menu.



Medical Record Request - ZZTEST, GEM - 11000302

Medical Record Request Submitted Requests (2)

Last Refresh: 20/Aug/2024 America/New_York Display: Last 24 hours **9**

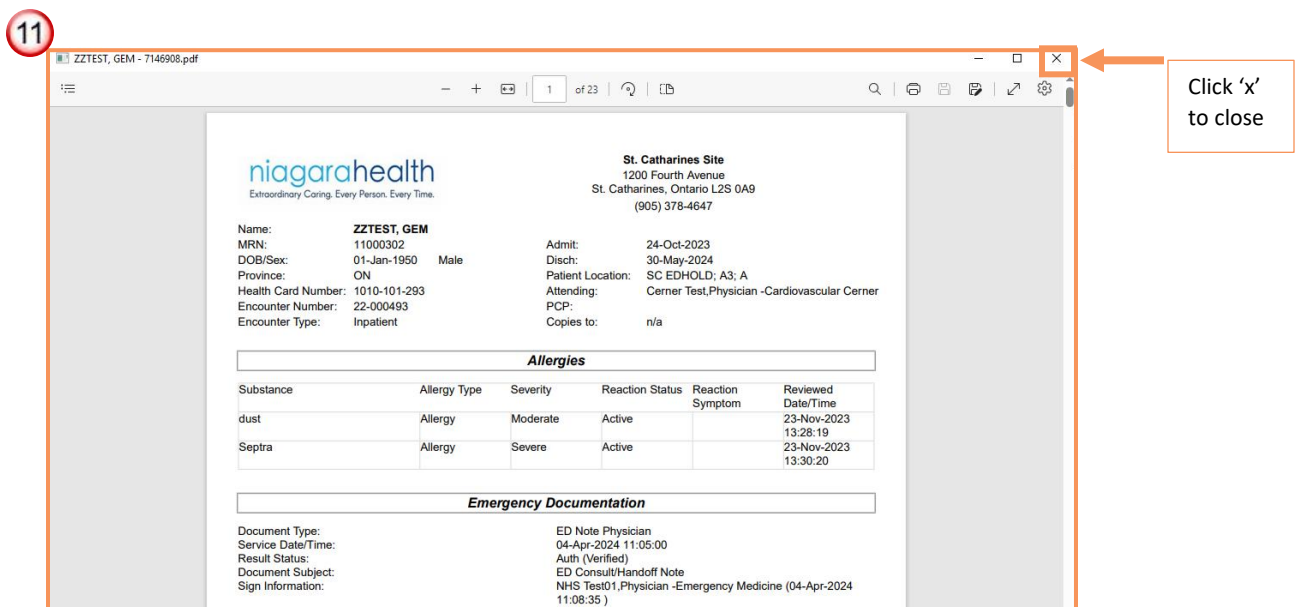
Request Status	Fax Status	Requested Date/Time	Person Name	FIN	Report Request ID	Out
✓ Previewed	N/A	20/Aug/2024 10	, GEM	22-000493	7146908	N/A
✓ Archived - Preview Not Displayed	N/A	20/Aug/2024	, GEM	22-000493	7146547	N/A

Display Report

Right-click

Note: Previewing the document is not necessary for processing unless required.

11. Review the report selected. When finished, select the "**X**" to the right to close window.



ZZTEST, GEM - 7146908.pdf

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Extraordinary Caring. Every Person. Every Time.

St. Catharines Site
1200 Fourth Avenue
St. Catharines, Ontario L2S 0A9
(905) 378-4647

Name: ZZTEST, GEM
MRN: 11000302
DOB/Sex: 01-Jan-1950 Male
Province: ON
Health Card Number: 1010-101-293
Encounter Number: 22-000493
Encounter Type: Inpatient

Admit: 24-Oct-2023
Disch: 30-May-2024
Patient Location: SC EDHOLD; A3; A
Attending: Carner Test,Physician -Cardiovascular Corner
PCP:
Copies to: n/a

Allergies

Substance	Allergy Type	Severity	Reaction Status	Reaction Symptom	Reviewed Date/Time
dust	Allergy	Moderate	Active		23-Nov-2023 13:28:19
Septra	Allergy	Severe	Active		23-Nov-2023 13:30:20


Emergency Documentation

Document Type: ED Note Physician
Service Date/Time: 04-Apr-2024 11:05:00
Result Status: Auth (Verified)
Document Subject: ED Consult/Handoff Note
Sign Information: NHS Test01,Physician -Emergency Medicine (04-Apr-2024 11:08:35)

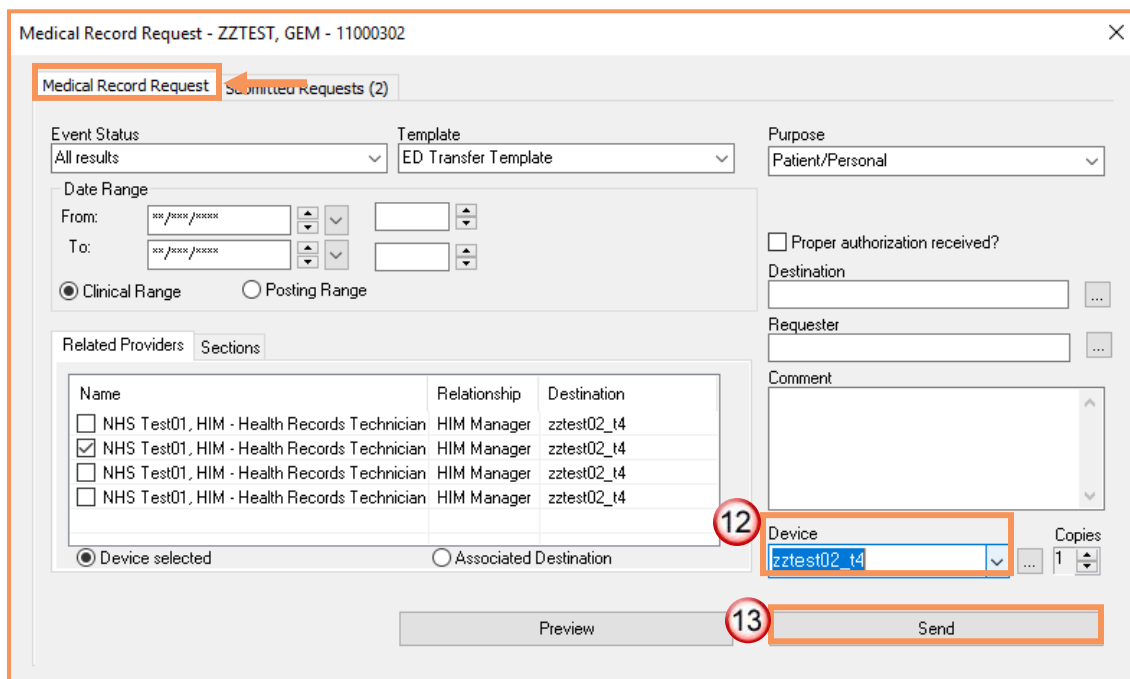
Click 'x' to close

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HOSPITAL INFORMATION SYSTEM (HIS)

Note: Do not use the Print icon  from the PDF version, as it will not be trackable. Medical Record Requests must be trackable for future verification.

12. Return to the "Medical Record Request" tab, select the printer device from the drop-down menu.
13. Then click "send".



Medical Record Request - ZZTEST, GEM - 11000302

Medical Record Request Submitted Requests (2)

Event Status: All results Template: ED Transfer Template Purpose: Patient/Personal

Date Range: From: [] To: []

Clinical Range Posting Range

Related Providers Sections

Name	Relationship	Destination
<input type="checkbox"/> NHS Test01, HIM - Health Records Technician	HIM Manager	zztest02_t4
<input checked="" type="checkbox"/> NHS Test01, HIM - Health Records Technician	HIM Manager	zztest02_t4
<input type="checkbox"/> NHS Test01, HIM - Health Records Technician	HIM Manager	zztest02_t4
<input type="checkbox"/> NHS Test01, HIM - Health Records Technician	HIM Manager	zztest02_t4

Device selected Associated Destination

Proper authorization received?

Destination: []

Requester: []

Comment: []

Device: zztest02_t4 Copies: 1

Preview Send

Note: For Clinical Solutions: A Medical Record Request is needed when transferring a patient to a facility that can't access the Electronic Health Record. Follow your site's guidelines for printing patient information. This request can also be used for printing discharge instructions for the patient either in the ED, ambulatory clinic or inpatient unit.

Note: HIM Solutions: a medical record request is needed when sending documents to Doctors offices and Hospitals for circle of care requests outside of Release of Information.