MEDICAL RECORD REQUESTS, PRINTING/FAXING

HOSPITAL INFORMATION SYSTEM (HIS)

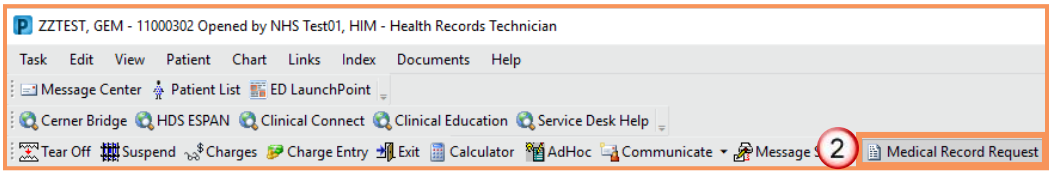
HIM ROLES

Printing Medical Record Request:

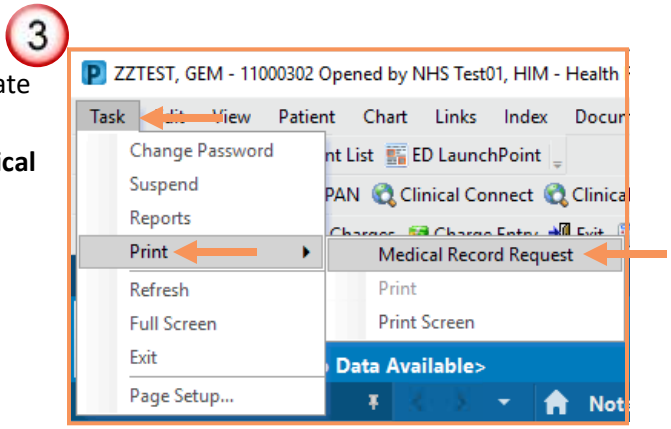
When a patient is transferred to another facility, their electronic documentation is printed and sent as a paper record to the receiving care providers. Patients should continue to request their medical records through Health Records.

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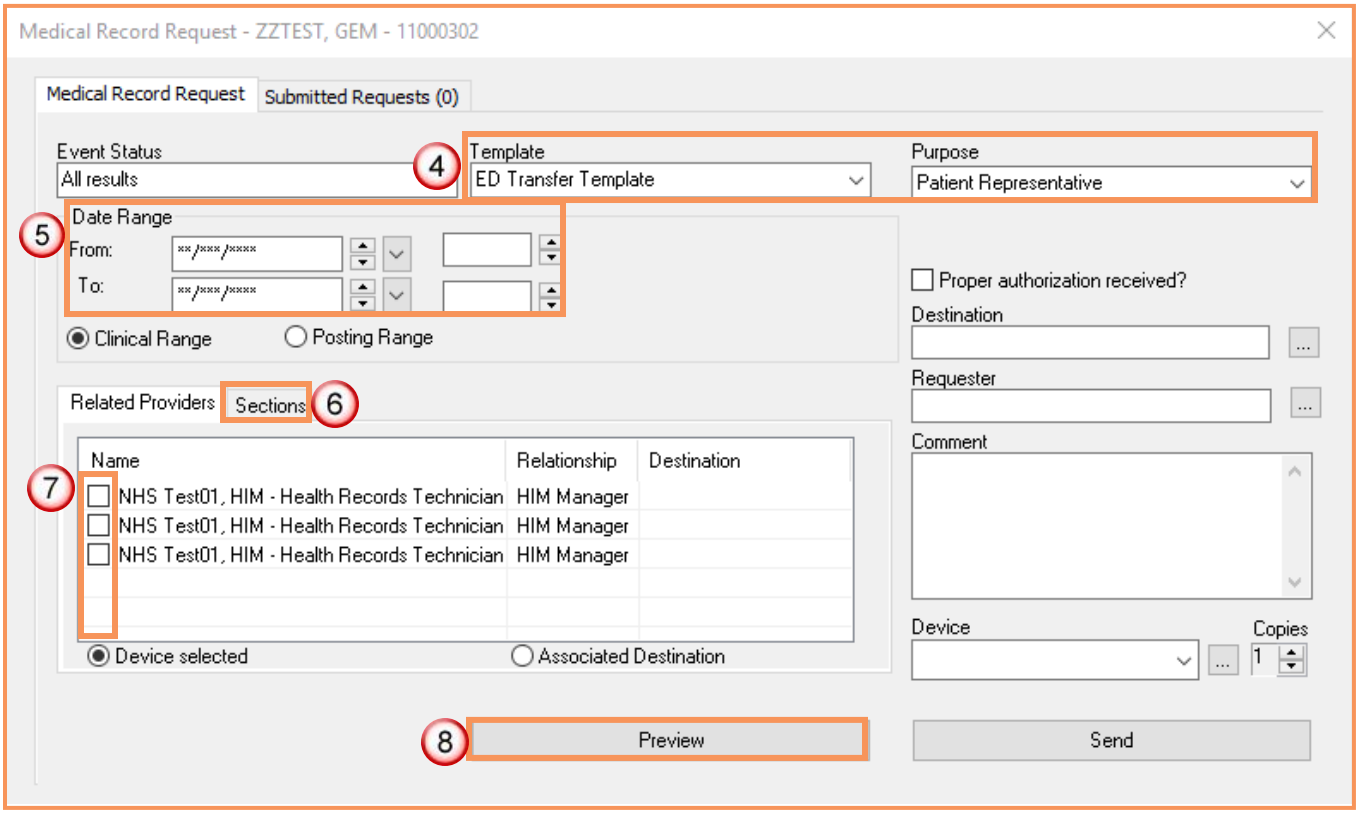
4. Select the **"Template"** and **"Purpose"** for Printing drop-down menu in the Medical Record Request window.
5. Enter **"Date range"**, use the arrow next to open calendar.
6. Click on the **"Sections"** tab.
7. Select the box(s) next to the type of document you want to print.
8. Click **"Preview"**.



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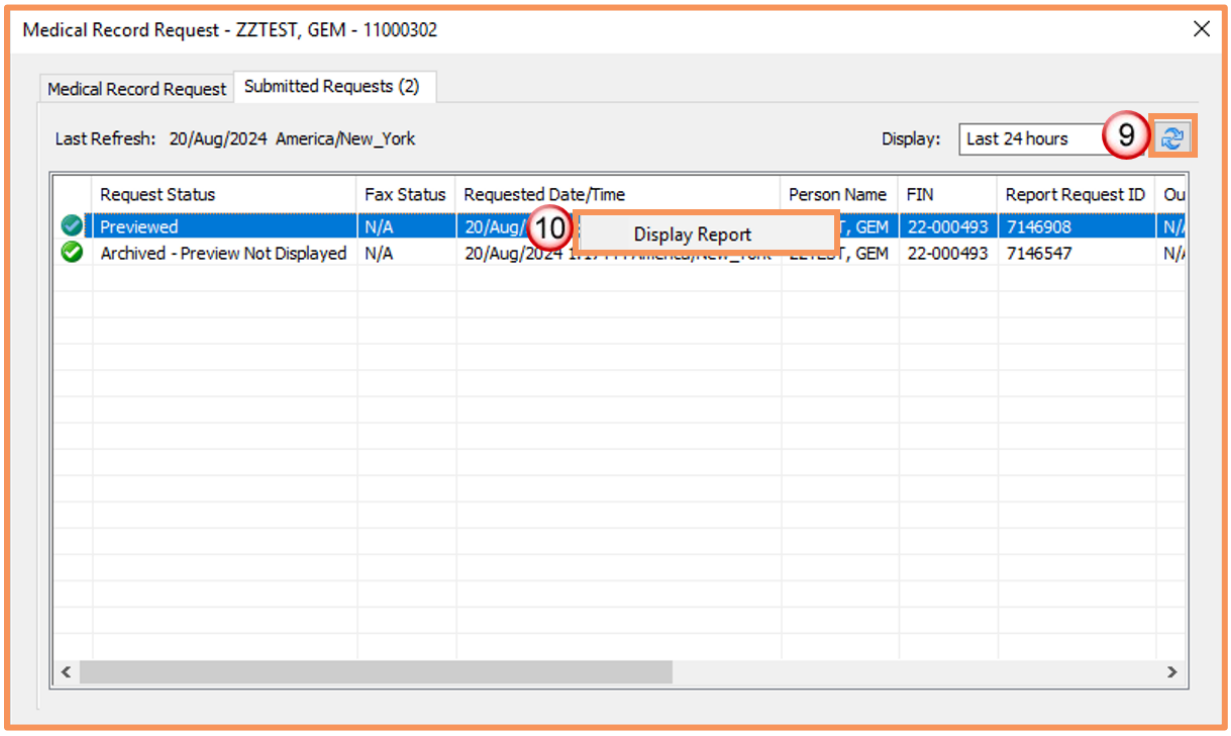
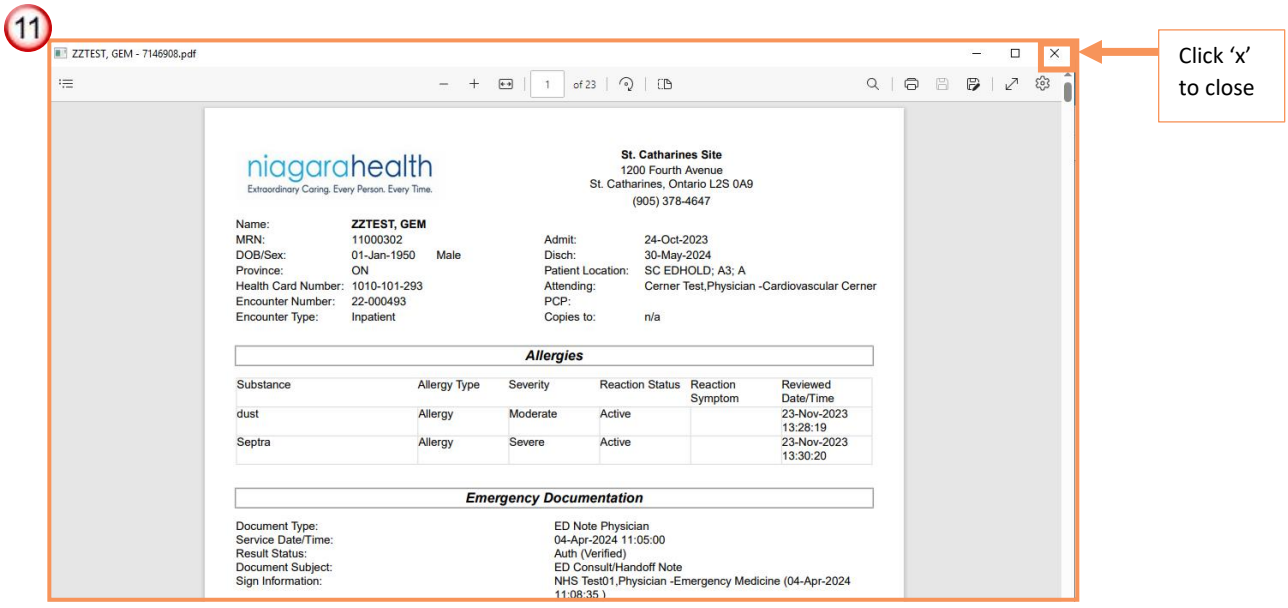
9. Click **"Refresh"** to finalize query.
10. Right-Click on the report and select **"Display Report"** from the menu.



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



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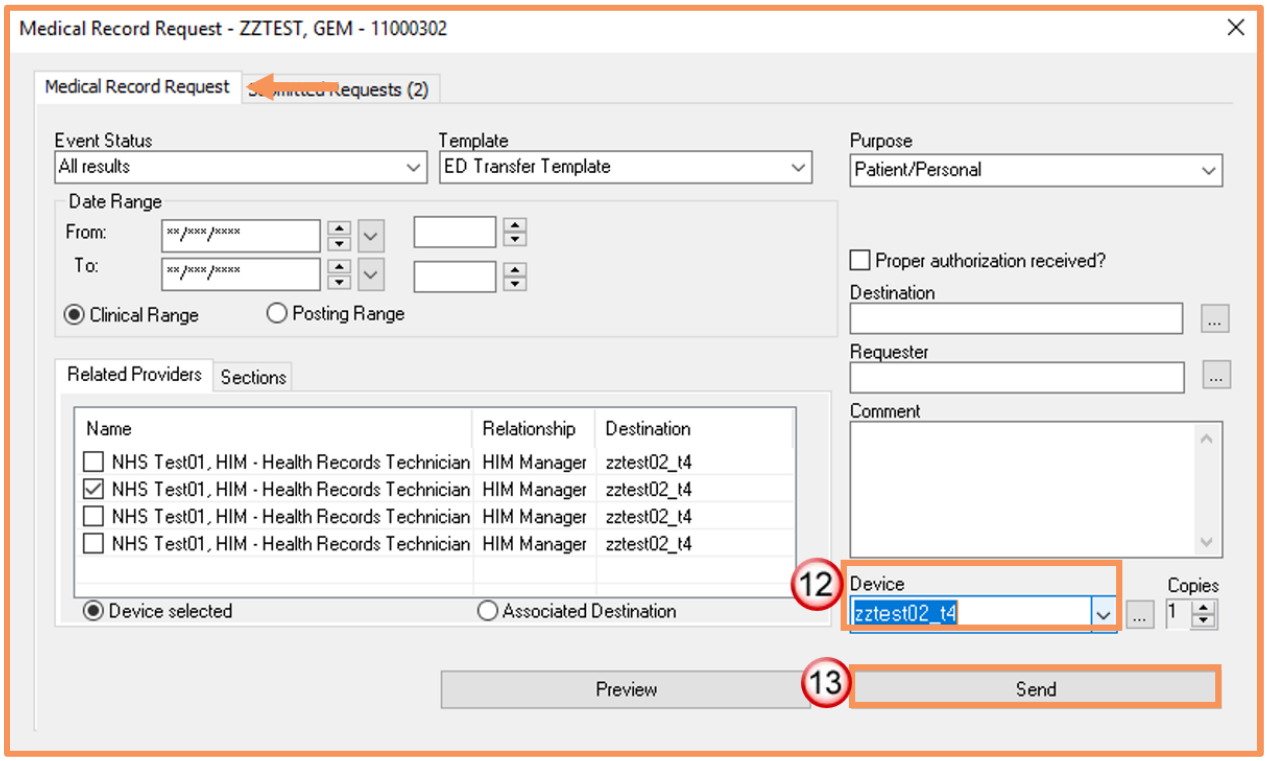
Note: Avoid using the Print icon from the PDF version, as it won't be trackable. Medical Record Requests must be trackable for future verification.

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



- **Note:** MARs are printed separately whenever documentation is required to be shared outside of the organization - one example being an inpatient transfer
- Otherwise, it will generate every administration of every dose during a patient's encounter, IF you do not print separately and narrow down the time period.
    - **Remember**: Enter the date for the last 24 or 48 hr period in a patient's stay to reduce the number of pages generated prior to printing. In other words, enter 1-2 days in the date range prior to choosing the MAR section for printing.

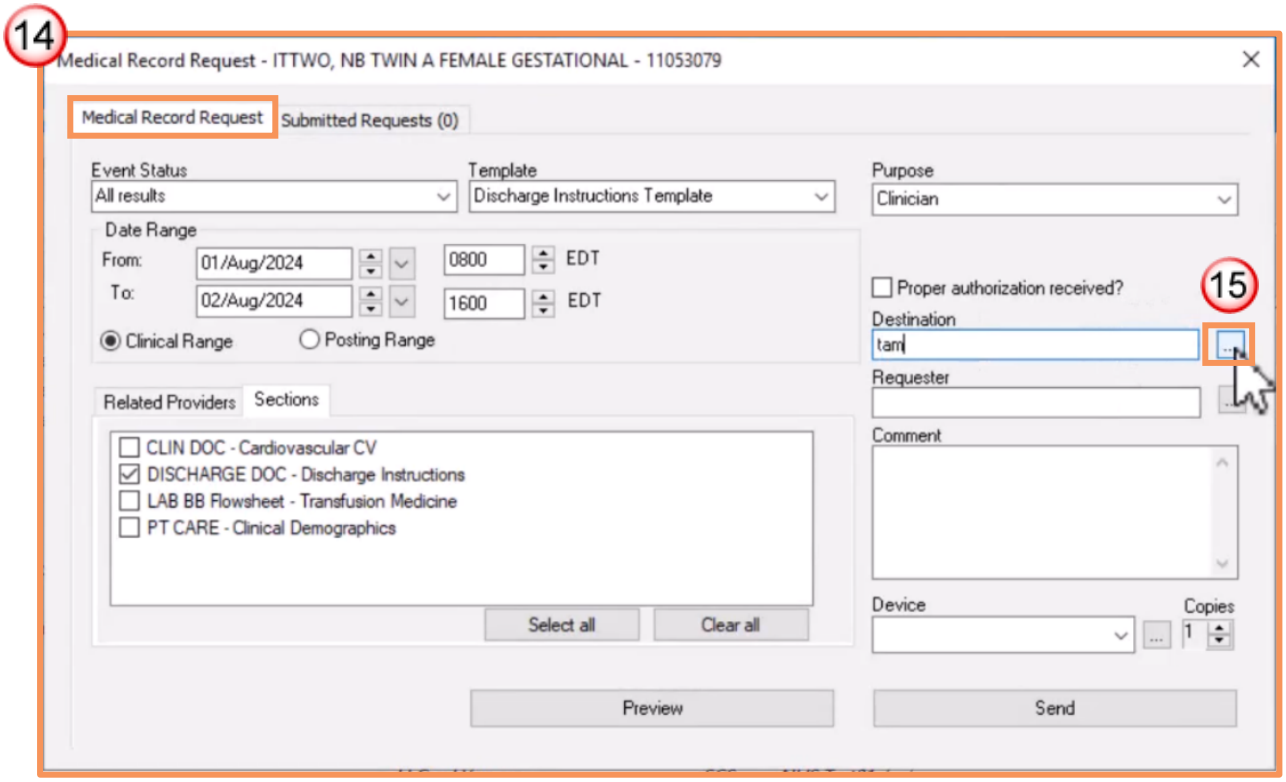
MEDICAL RECORD REQUESTS, PRINTING/FAXING

HOSPITAL INFORMATION SYSTEM (HIS)

Faxing Medical Record Request:

A patient's electronic documentation can also be faxed to the receiving care providers. Steps 1-12 will be identical.

14. Return to the "**Medical Record Request"** tab, select the provider you wish to send the fax too by typing in the "Destination" field.
15. Select a provider from the drop down or click on the … button to the right, which leads you to the Provider Selection window.



MEDICAL RECORD REQUESTS, PRINTING/FAXING

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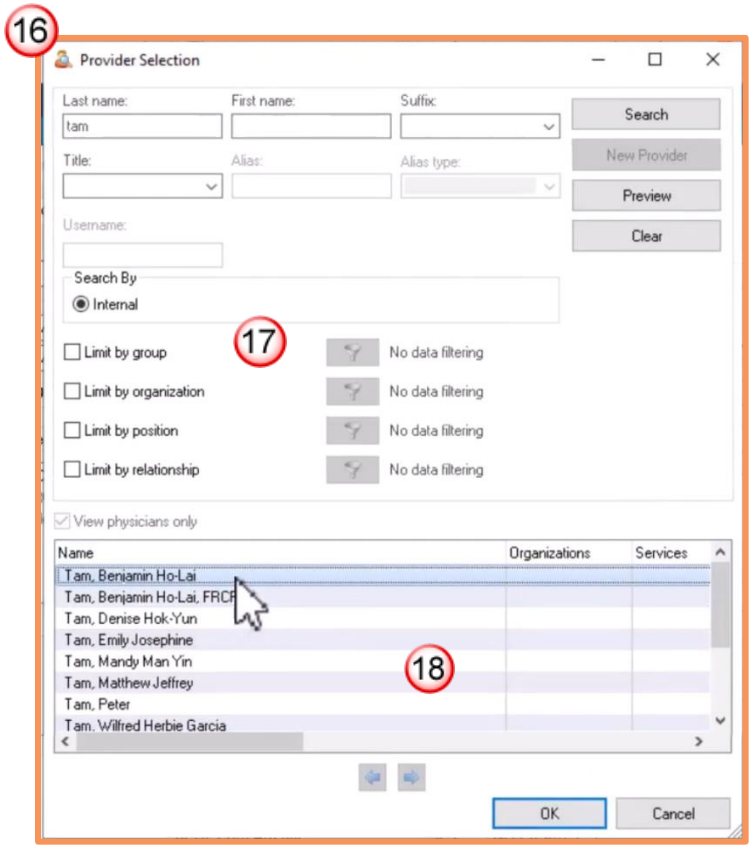
16. In the Provider Selection window, you can enter any further details required to narrow down the selection process (i.e. First and Last Name, Suffix, and Title).
17. Additionally, you may filter your search by group, organization, position or relationship, etc.



18. Select the provider of interest from the list and then select **"OK"**.

MEDICAL RECORD REQUESTS, PRINTING/FAXING

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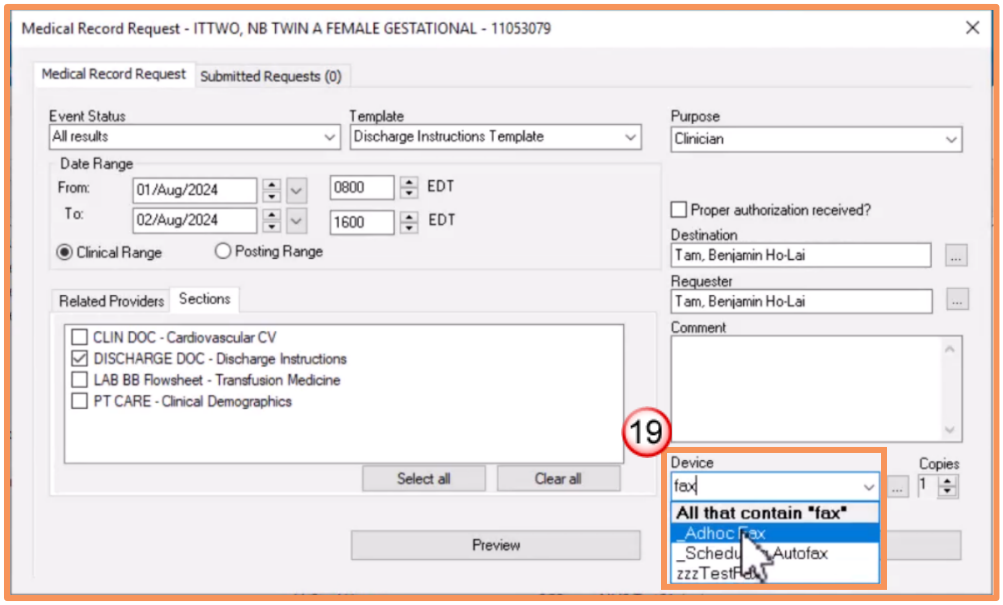
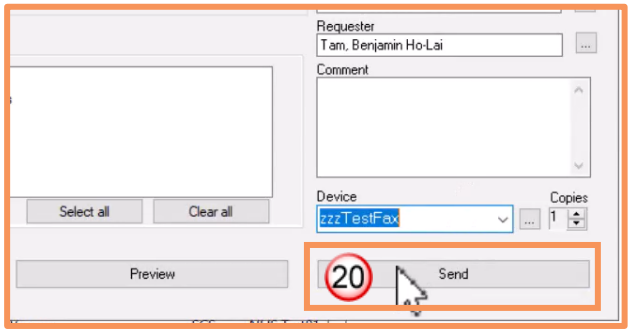
19. Under the **"Device"** dropdown, search the receiving providers name as their fax numbers will be attached to their name in the system.
    a. If a provider's fax number is not within the system directory yet, search for and select **"_AdHocFax"** in the **"Device"** dropdown.





20. Then click **"Send".**

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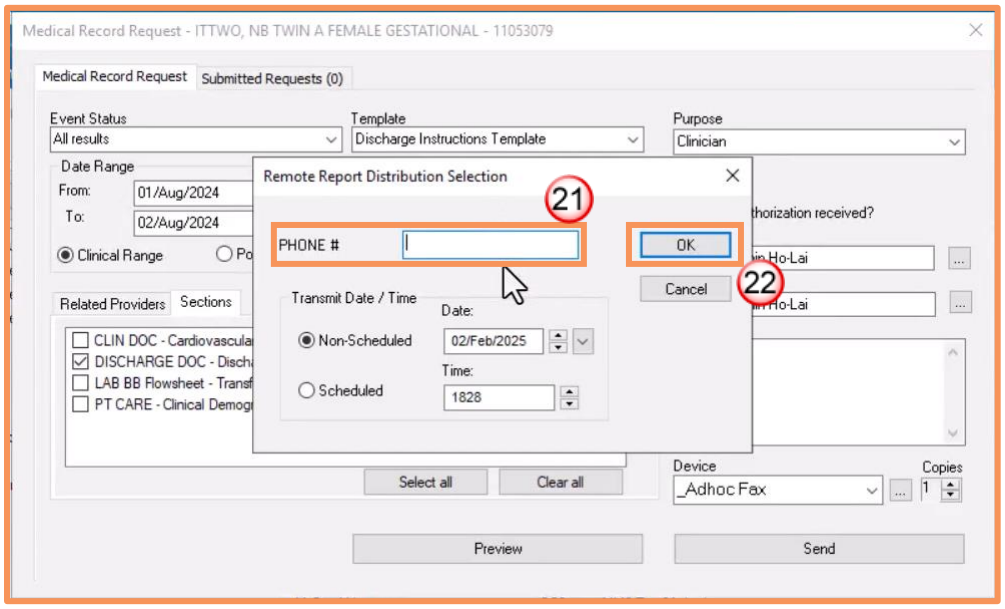
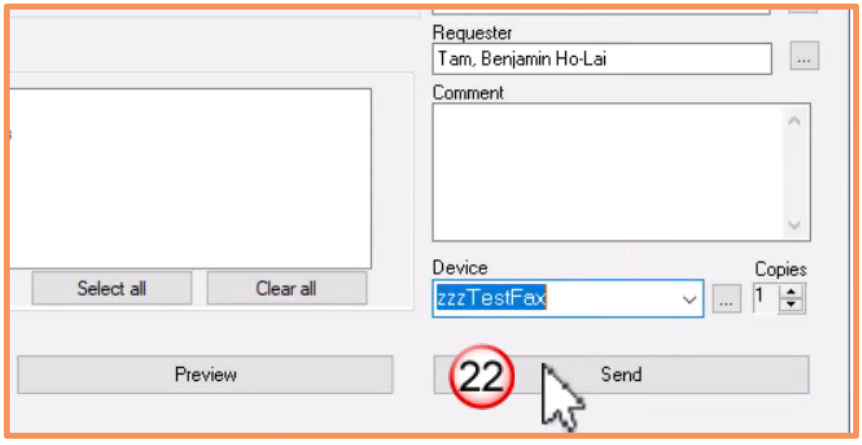
21. In the Remote Report Distribution Selection, enter the fax number (with area code included) of the receiving provider, given you have access to this information.



22. Click **"OK"** and then **"Send"** in the Medical Record Request window.