HIM & CLINICAL ROLES
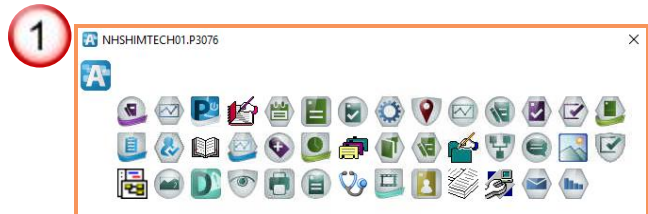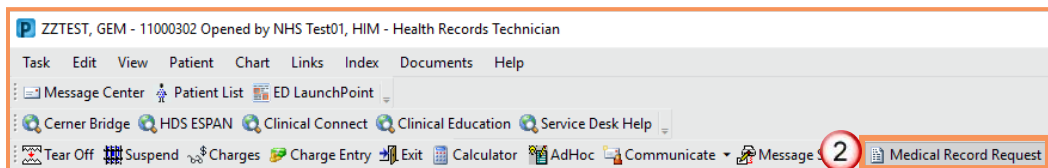
Printing Medical Record Request:

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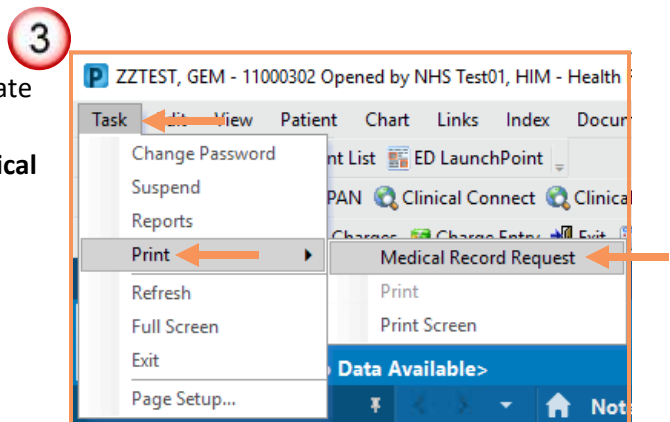
1. Open **Powerchart** P from the AppBar.

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."**

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.
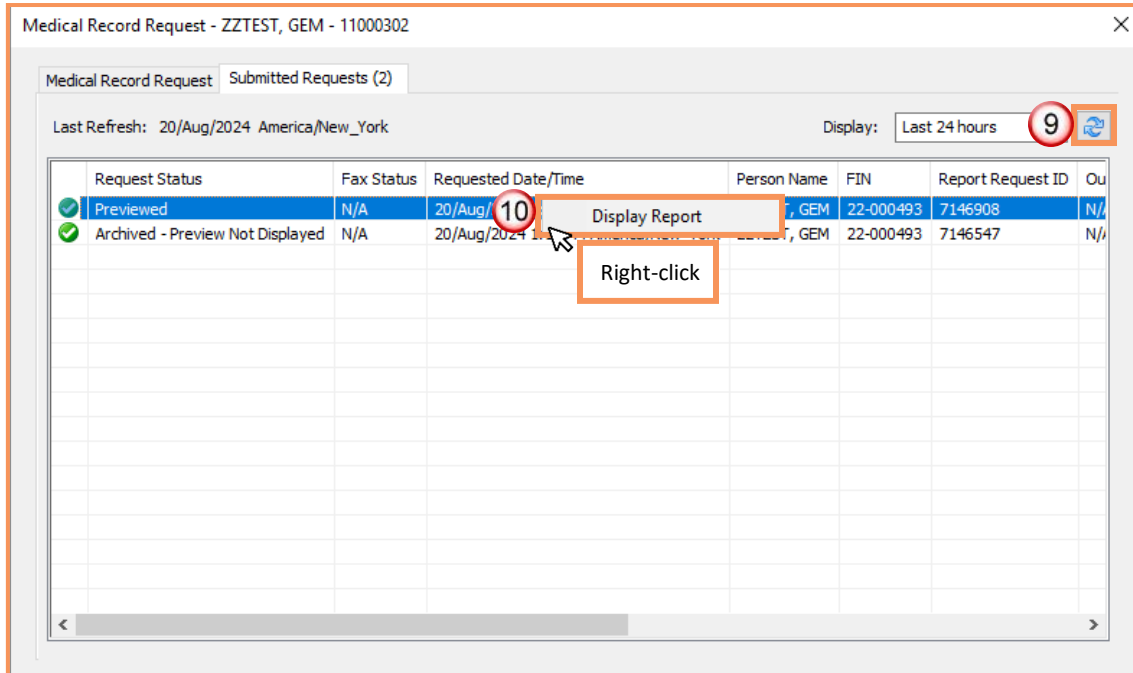7. Select the box(es) next to the type of document you want to print.
8. Click **"Preview"**.

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.

9. Click **"Refresh"** to finalize query.
10. Right-Click on the report and select **"Display Report"** from the menu.
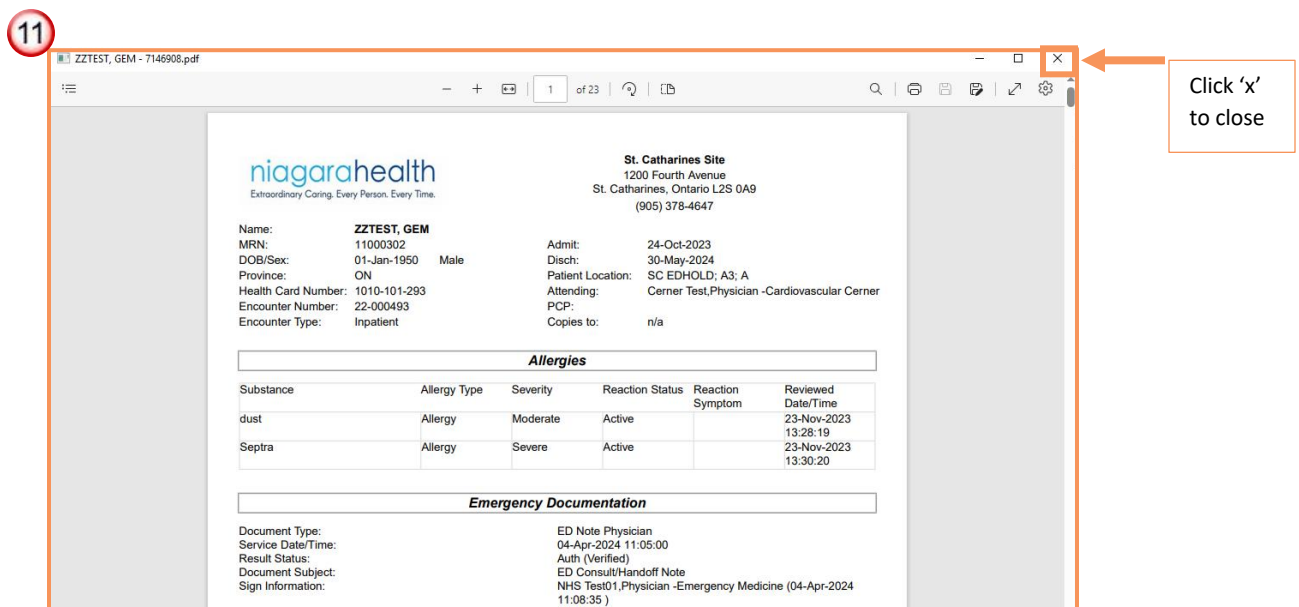
Note: Previewing the document is not necessary for processing unless required.

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

Click 'x' to close

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".**

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.