

EPR Core and Clinical Documentation

How to Print a Single Document

Quick Reference Guide

This **Quick Reference Guide (QRG)** provides instructions on how to print a single document within the **Electronic Patient Record (EPR)**.

Note: Printing a single document may be required in certain scenarios; check with your facilities' printing documentation guidelines.

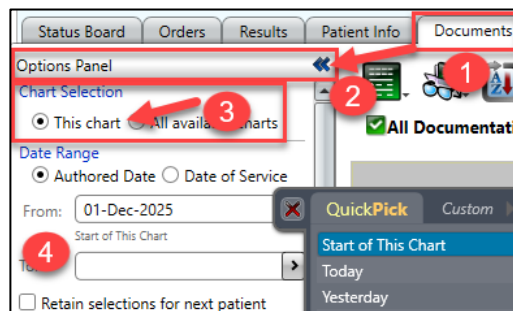
Getting Started

Find Patient

1. Find the patient using your **Patient List**
2. Click on the patient's record to place them into context on the **Patient Header**

Navigate to the Documents Tab

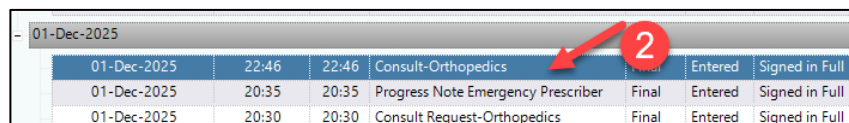
1. Select the **Documents** tab
2. Expand the **Options Panel** (if not open already)
3. Select **This Chart** under **Chart Selection**



4. Click the arrow in the **From** field under **Date Range**

*The **QuickPick** window opens*

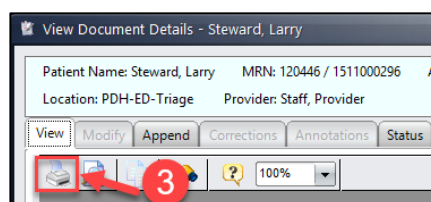
1. Select **Start of This Chart**
2. Double-click on the document you want to print



01-Dec-2025							
01-Dec-2025	22:46	22:46	Consult-Orthopedics		Entered	Signed in Full	
01-Dec-2025	20:35	20:35	Progress Note Emergency Prescriber	Final	Entered	Signed in Full	
01-Dec-2025	20:30	20:30	Consult Request-Orthopedics	Final	Entered	Signed in Full	

*The **View Document Details** window opens*

3. Use the **Printer Icon** to print a single document



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Printing Instructions:

Use the default printer:


Your document will automatically be sent to the *default printer*.

Print your document:

Click the **Print** button to send the document to the *default printer*.

Need Help?

If you are experiencing any printing issues, please contact **Shared Health Service Desk** at:

 **204-940-8500**

-or-

 **1-866-999-9698 (toll free)**, clinical users press 1