

EPR Core and Clinical Documentation

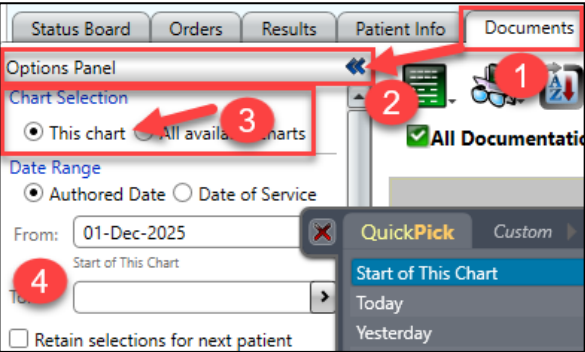

How to Print Multiple Documents

Quick Reference Guide

This **Quick Reference Guide (QRG)** provides instructions on how to print multiple documents at the same time within the **Electronic Patient Record (EPR)**.

Note: Printing multiple documents may be required in certain scenarios; check with your facilities' printing documentation guidelines.

Getting Started

Find Patient	<ol style="list-style-type: none">1. Find the patient using your Patient List2. Click on the patient's record to place them into context on the Patient Header
Navigate to the Documents Tab	<ol style="list-style-type: none">1. Select the Documents tab2. Expand the Options Panel (if not open already)3. Select This Chart under Chart Selection  <ol style="list-style-type: none">4. Click the arrow in the From field under Date Range <p><i>The QuickPick window opens</i></p> <ol style="list-style-type: none">5. Select Start of This Chart
Select Multiple Documents	<ol style="list-style-type: none">1. Click on a document, then hold the keyboard Ctrl button down, and select all the documents you want to print2. Right-click and select View Document Details from the drop-down menu <div data-bbox="440 1755 1414 1881" style="border: 1px solid green; padding: 5px;"><p> Important Note: All the documents are together (will share a page) and are separated by a line of asterisks across the page.</p></div> <ol style="list-style-type: none">3. View the Document Selector on the left side

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4. Holding down the **Ctrl** key on the keyboard, reselect all documents
5. View all documents that are combined again and print all the chosen documents at once by clicking on the **Print** icon, or select the documents from the **Document Selector** pane and click on the **Print** icon for each document you want to print



Important Note: Printing all of the documents at once does not put a page break between documents. Depending on your needs, you may choose to print documents individually.



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 the **Digital Shared Services** at:

 **204-940-8500**

-or-

 **1-866-999-9698**, clinical users press 1