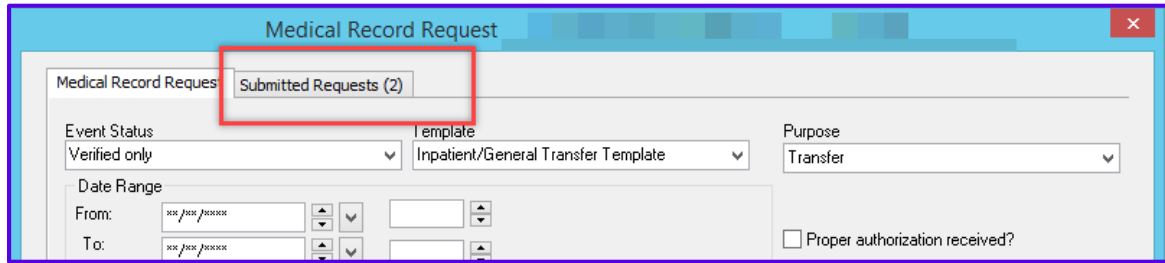


What Is Changing

A new tab called **Submitted Requests** has been added to the **Medical Record Request (MRR)** causing a workflow change in how to preview and print the patient medical record. This new workflow helps ensure that an audit trail is created that captures details about the release of information from a patient's chart, in case of a legal accounting of disclosures request.

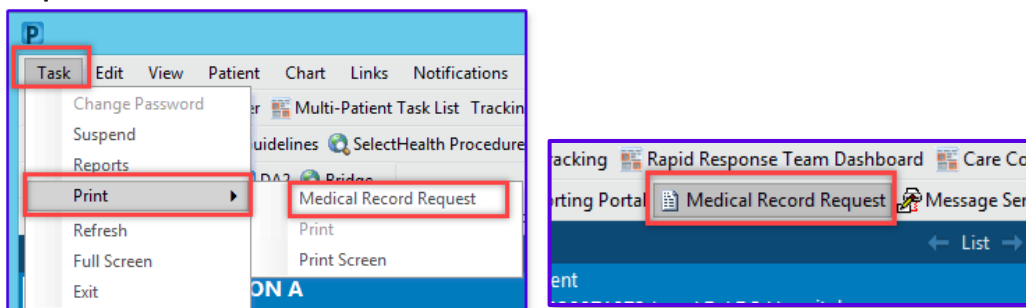


Best Practice is to preview the document prior to printing.

How to Preview and Print the Medical Record Request (MRR)

- Open the MRR

From the **Task** menu, select **Print > Medical Record Request**, or select **Medical Record Request** button on the toolbar.



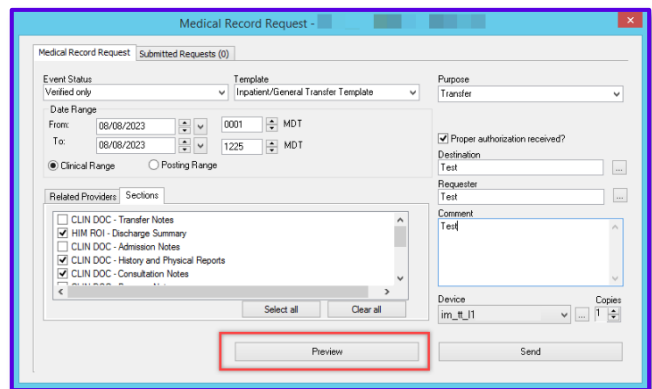
- Fill Out the Information as Per Usual Workflow or Review Steps 1-11
If no patient chart is selected, you are prompted to select a patient.

1. From the Event Status list, select the appropriate event status.

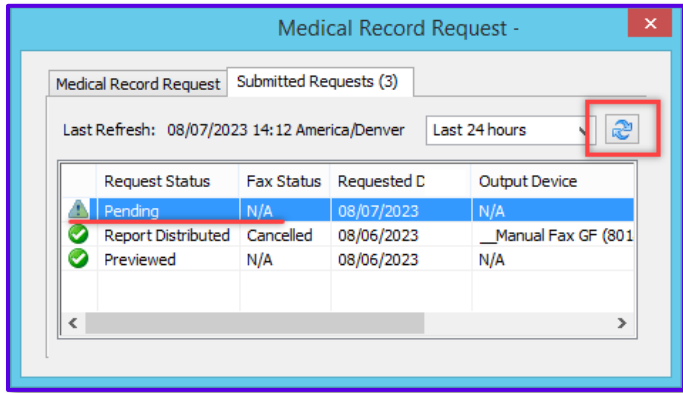
- **Verified Only:** This option includes all published documentation and results considered **Authenticated, Verified, or Modified**.
 - **Verified and Pending:** This option includes all published documentation and results considered **Verified, Modified, In-Progress, Unauthenticated, Transcribed, or Transcribed-Corrected**.
 - **All Results:** This option includes all published results in any defined status, including **In Error**.
2. From the **Template** list, select the appropriate report template. This list varies between positions. **Note:** *If you have accessed this functionality previously, the list displays your previous selection.*
 3. Complete the following steps if you want to select sections from the report template:
 - a. Select the **Sections** tab
 - b. Select the needed sections from the report template
 4. From the **Purpose** list, select the purpose for generating this report.
 5. Enter the date range for your chart in the **Date Range** group box if applicable. Alternatively, leave the date range blank to ensure that the entire encounter included.
 6. Select either the **Clinical Range** or the **Posting Range** option based on your needs. **Note:** *The Clinical Range option is selected by default.*
 7. If appropriate, select the **Proper Authorization Received** check box to indicate if a proper authorization was received to release the information.
 8. Enter the person or organization that you want to send the report to in the **Destination** box. *Alternatively, select the **ellipsis** button (...) to select a provider.*
 9. Enter the person or organization who requested the report in the **Requester** box. *Alternatively, select the **ellipsis** button (...) to select a provider.*
 10. Add any comments concerning the release of this report in the **Comment** box. The maximum number of characters is 1,000.
 11. From the **Device** list, select a printer. A box asking for the number of copies is displayed to the right of the Device box. Select or enter the number of copies to be generated.

- **Preview the Medical Record Request**
 1. Click **Preview** button to view the document based on the parameters selected. The *Submitted Requests* tab is automatically displayed with the new request selected.

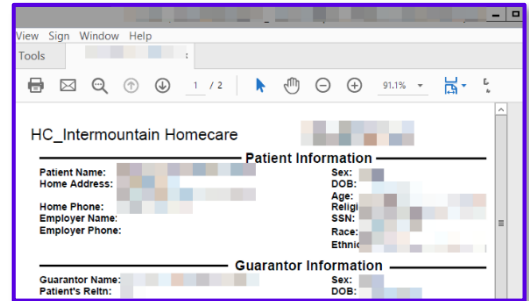
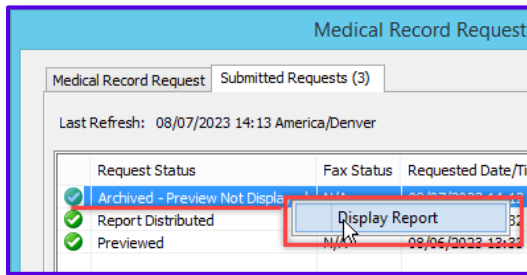
Note: *Selecting Preview will open the Submitted Requests tab with the documents in a Pending status.*



2. Select **Refresh** to update the status of the request to **Archived – Preview Not Displayed**



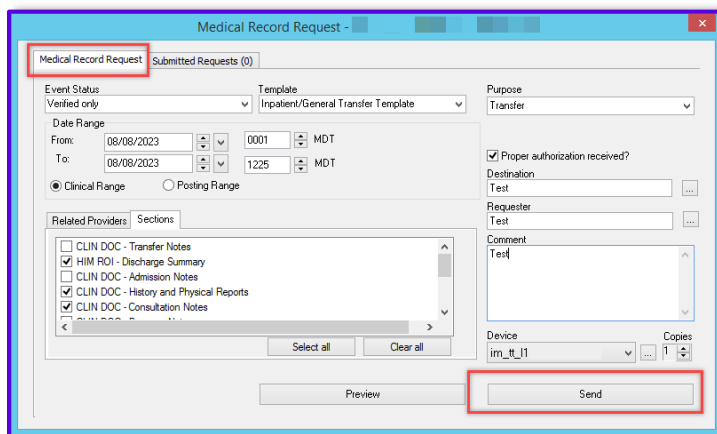
3. Double-click or right-click the request row and select **Display Report** to view the report



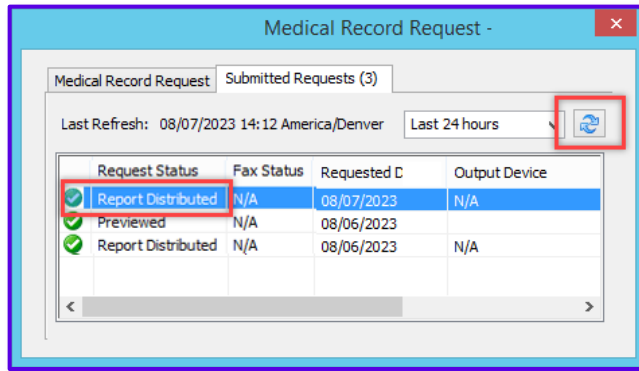
4. Review and close preview report

- Print the Medical Record Request

5. Click back to the **Medical Record Request** tab and select **Send**. The Submitted Requests tab is automatically displayed with the new request selected.



6. Select **Refresh** to see the updated status of the request. When the request is complete, the request row displays a status of **Report Distributed**.



Clicking Send with the printer selected will automatically send the documents to the printer, although **best practice** is to *preview the document prior to printing* to ensure PHI.