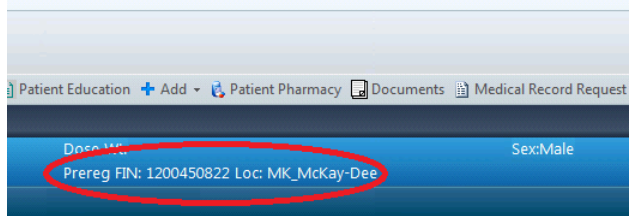


## Printing a Facesheet in iCentra

With the patient chart open, be sure to choose the correct encounter. The reason this is critical is that some of the demographic and/or insurance information may change from visit to visit:



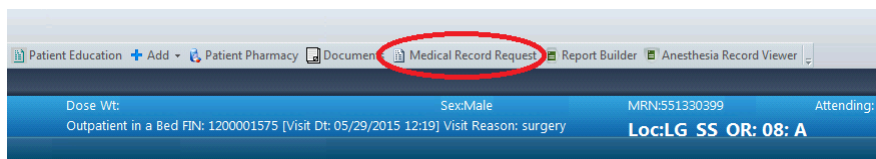
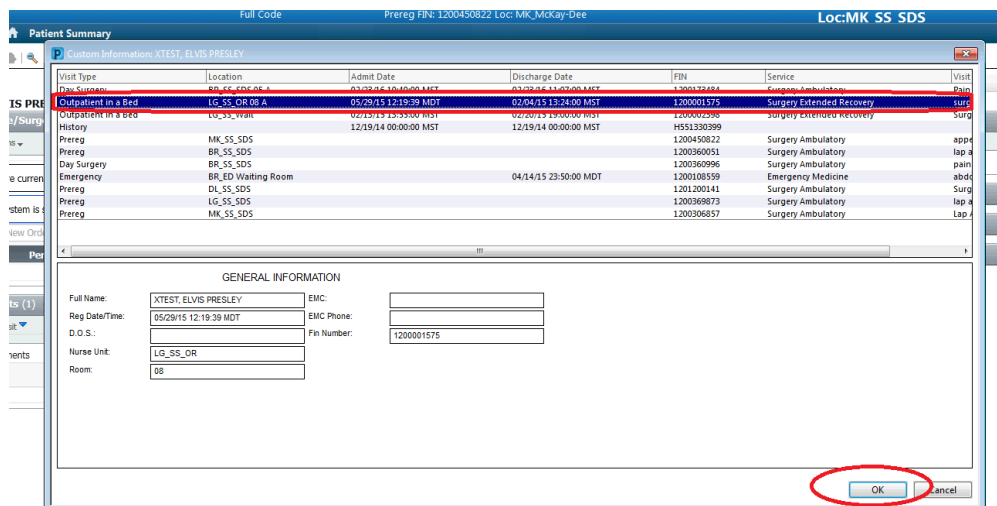
Do this by clicking the hyperlink (circled in red at left)

Once that is done, a new dialog box will open:

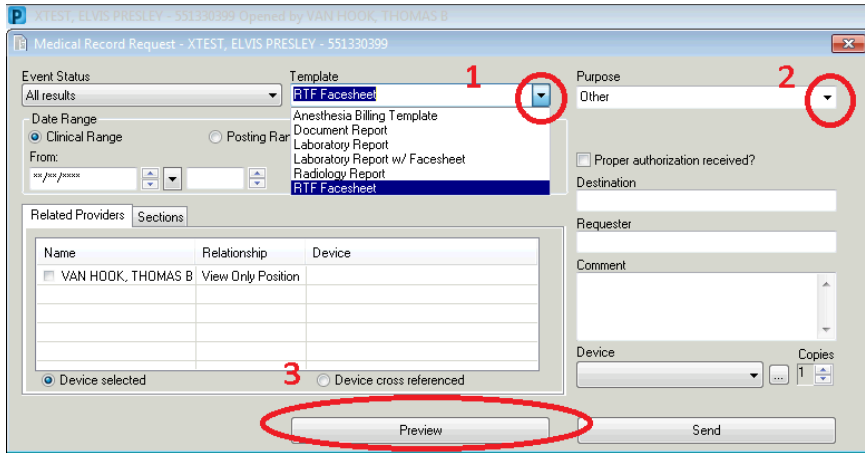
Click the encounter you wish to print the facesheet against to highlight it and then click OK in the bottom right hand corner.

You will see a message about confirming your choice to switch

encounters. To confirm this, click "Yes", and you'll end up back at the patient chart with the proper encounter/FIN loaded.



At this screen, click the Medical Record Request button:



This will open the new window, shown at left:

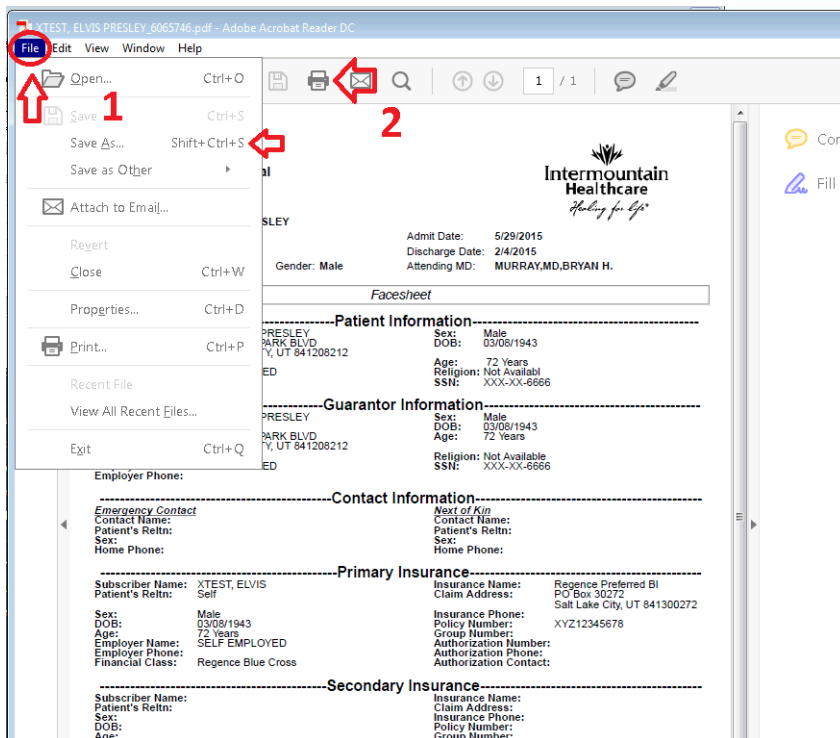
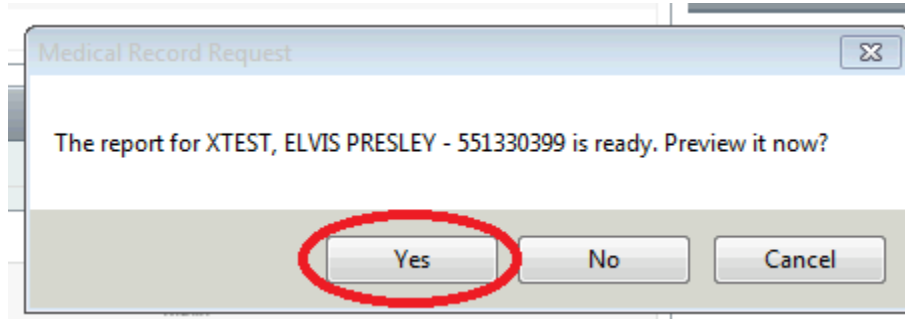
**1** – Click the down arrow, select “RTF Facesheet”

**2** – Be sure to select your purpose for requesting the medical record

**3** – Click the preview button at the bottom

Once that is done, you will see the window shown at right:

Select “Yes” to see the generated .pdf document.



And here is the facesheet. At this point, you can do one of two things:

**1** – Click File>Save As... to save the document in any location you choose.

**2** – Click the printer button to print the document. The only choice of printer to print to will be the default printer set up on your computer, so be sure it is working!