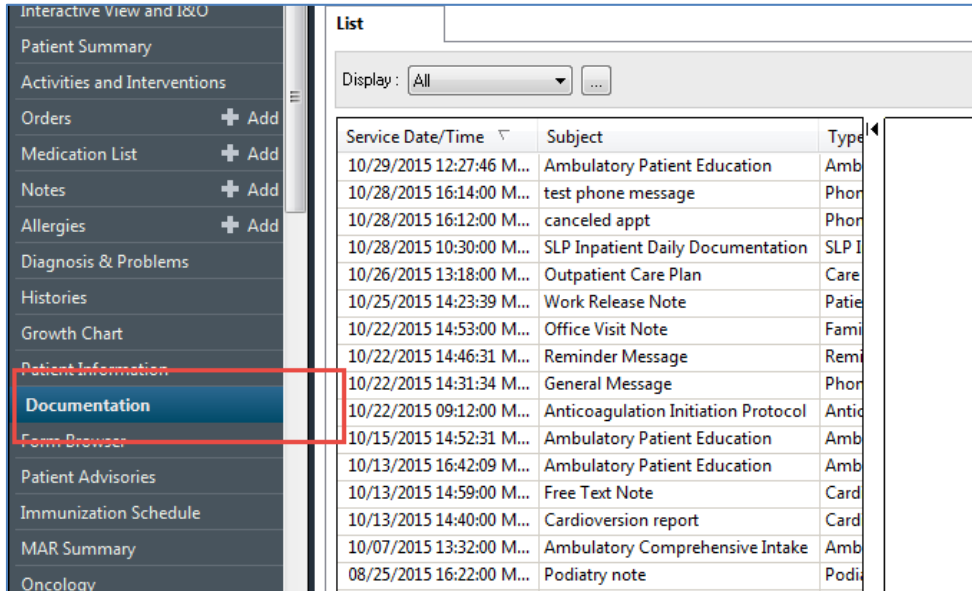


### Printing Documents from iCentra in an Affiliate Physician Office (View Only Positions)

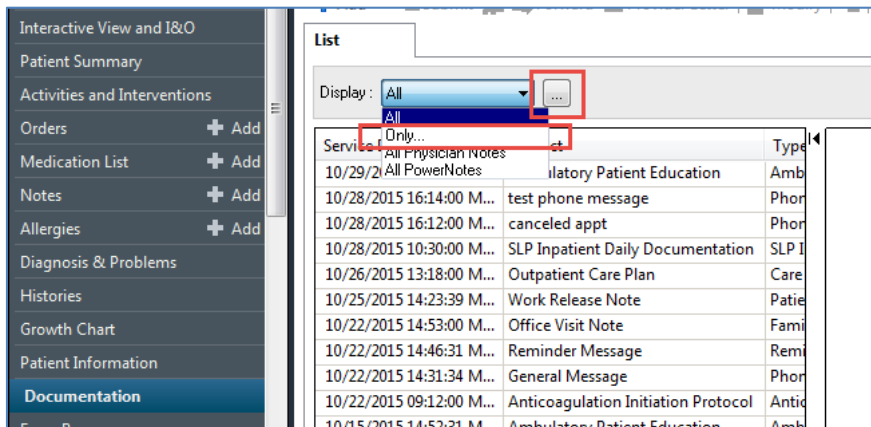
To convert a document in PowerChart to a .pdf file to print, follow the steps below:

1. Navigate to the patient chart in PowerChart.
2. Navigate to the Documentation section of the chart.

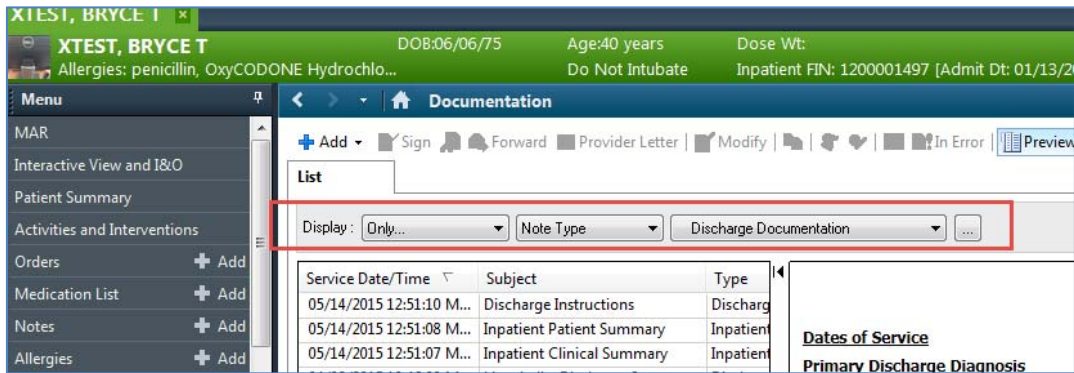


3. Locate the document to be printed in the **List** tab.

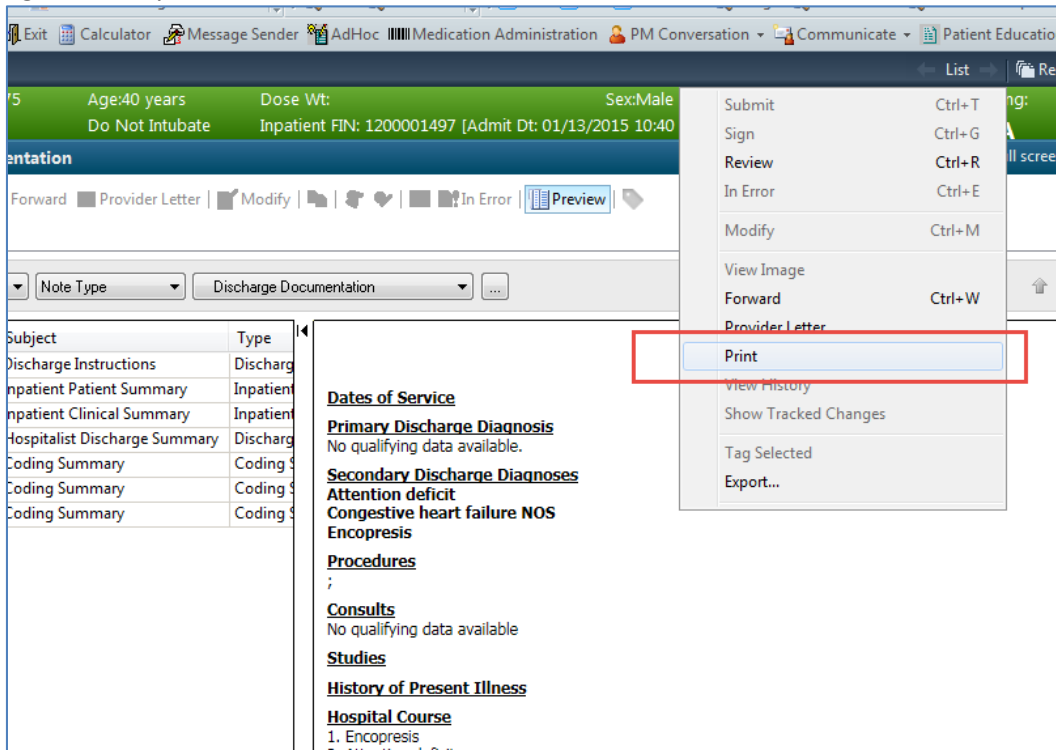
**Tip:** Use the Display filters to narrow the list of documents and more quickly locate the document(s) to be printed. For example, to locate the Inpatient Clinical Summary from the last patient visit, in the Display menu select **Only**. Then select the **Ellipses Box**.



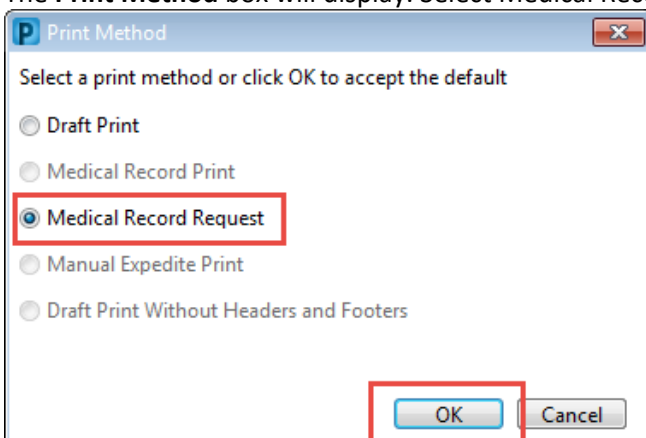
Then select **Note Type** as the secondary filter, and then finally, **Discharge Documentation**. With these filters only Discharge Documents



- Once the document is located, double click on the document. In the display pane to the right of the document, right click anywhere in the document and select Print.



- The **Print Method** box will display. Select Medical Record Request and then select OK.



6. The **Medical Record Request** box will display. In the **Template** menu select **Document Report**. If there is no reason in the **Purpose** menu that explains why the document is being printed, select **Other**.

Medical Record Request - XTEST, BRYCE T - 545250932 - Hospitalist Discharge Summary

Template: Document Report Purpose: Other

Request for patient  
 Proper authorization received?

Destination: \_\_\_\_\_  
Requester: \_\_\_\_\_  
Comment: \_\_\_\_\_

Device: \_\_\_\_\_ Copies: 1

Preview Send

Name	Relationship
<input type="checkbox"/> Werner, Meg Cerner	Database Coordin.
<input type="checkbox"/> AAMODT, MD, DAVID S.	Primary Care Physi
<input type="checkbox"/> Advance, Purell	View Only Position
<input type="checkbox"/> Anthony, Alanna Cerner	Database Coordin.

Device selected  Device cross referenced

7. Select **Preview** in order to preview the document.

Medical Record Request - XTEST, BRYCE T - 545250932 - Hospitalist Discharge Summary

Template: Document Report Purpose: Other

Request for patient  
 Proper authorization received?

Destination: \_\_\_\_\_  
Requester: \_\_\_\_\_  
Comment: \_\_\_\_\_

Device: \_\_\_\_\_ Copies: 1

Preview Send

Name	Relationship
<input type="checkbox"/> Werner, Meg Cerner	Database Coordin.
<input type="checkbox"/> AAMODT, MD, DAVID S.	Primary Care Physi
<input type="checkbox"/> Advance, Purell	View Only Position
<input type="checkbox"/> Anthony, Alanna Cerner	Database Coordin.

Device selected  Device cross referenced

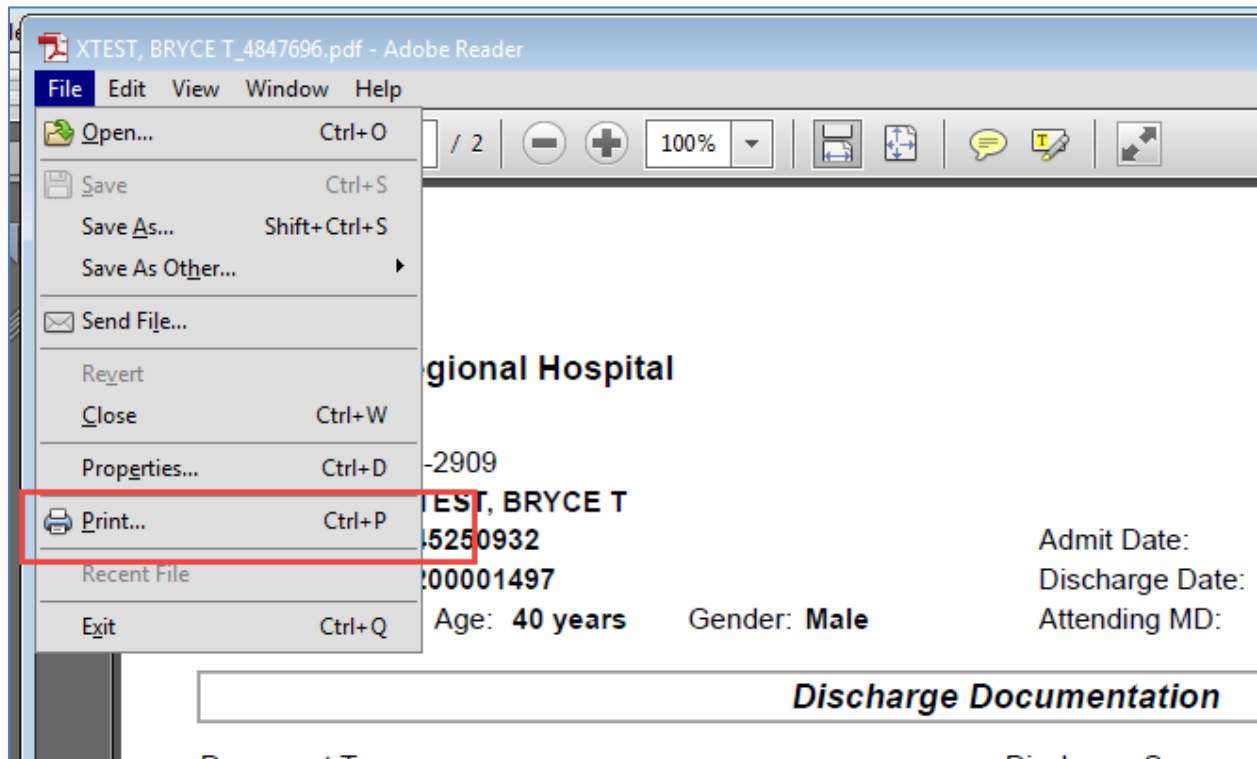
8. A Medical Record Request prompt displays. Select **Yes** to preview the document now.

Medical Record Request

The report for XTEST, BRYCE T - 545250932 - Hospitalist Discharge Summary is ready. Preview it now?

Yes No Cancel

9. Once the document displays, select **File** and then **Print**.



10. Now a typical Print screen will display. The default printer should automatically display in the Printer menu. Use the **Print** button to print to the default printer. If you would like to print to a different printer, use the Printer menu to select the correct Printer.