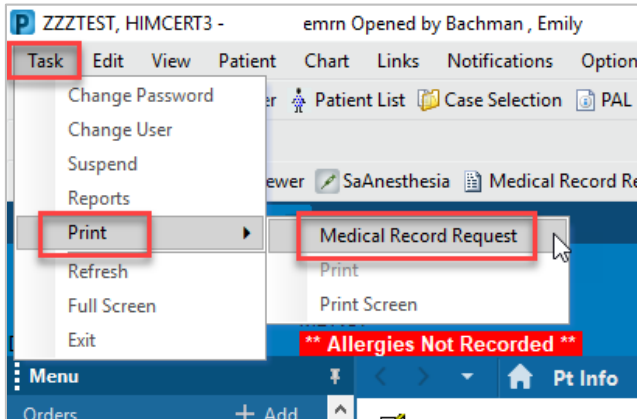


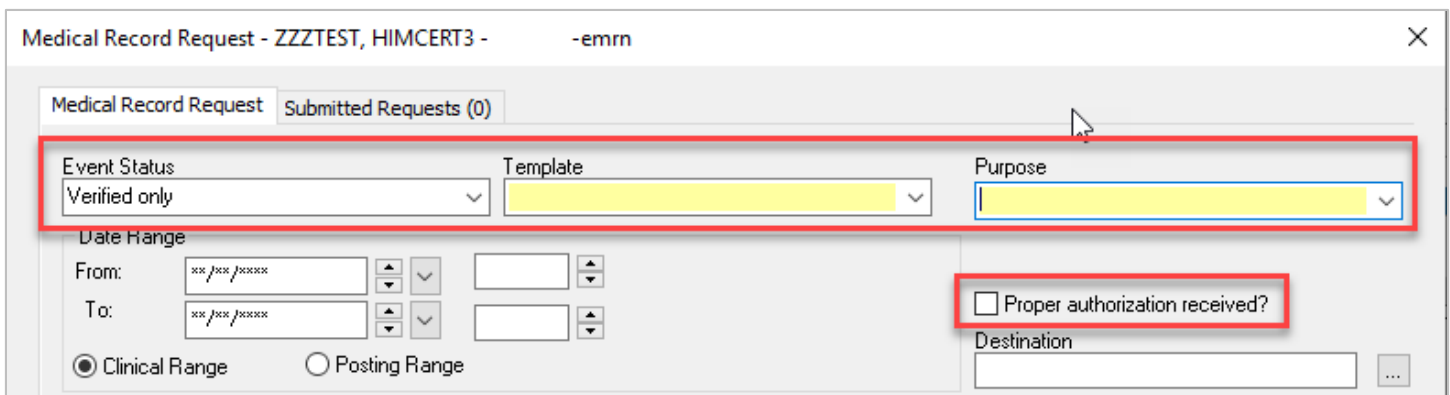
Faxing or Printing from Medical Record Request (MRR)

Faxing or Printing from Medical Record Request (MRR)

1. Find the patient and select the encounter that contains the document to fax.
2. In the upper left-hand corner, click **Task**. Select **Print**, then select **Medical Record Request**.



3. In the Medical Record Request window, complete the following fields:



- **Event Status:** Select **Verified only**.
- **Template:** Select the Template Name that matches the *Result Type* on the document being faxed. Use the template with – **MRR** following the name.
Note: This selection will be the default choice for the remainder of your Cerner session.
- **Purpose:** Select **Carbon Copy**.
Note: This selection will be the default choice for the remainder of your Cerner session.
- **Proper Authorization Received?:** Click to check this box.
Note: *Check this box each time.*

Faxing or Printing from Medical Record Request (MRR)

4. Ensure the **Device selected** radio button is selected.

Medical Record Request - ZZZTEST, HIMCERT3 - -emrn

Medical Record Request Submitted Requests (0)

Event Status: Verified only | Template: [Yellow] | Purpose: [Yellow]

Date Range: From: [Date] To: [Date]

Clinical Range Posting Range

Related Providers

Name	Relationship	Destination
<input type="checkbox"/>	PCOR Referring Physician	
<input type="checkbox"/>	Referring Physician	
<input type="checkbox"/>	Other	
<input type="checkbox"/>	HIM Manager	
<input type="checkbox"/>	Primary Care Physician	

Device selected Associated Destination

Device: [Dropdown] | Copies: [Number]

Buttons: Preview, Send

5. In the **Device** field, right click the drop down and select **Filter Type**, then select **All**.

Medical Record Request - ZZZTEST, HIMCERT3 - -emrn

Medical Record Request Submitted Requests (2)

Event Status: Verified only | Template: History & Physical - MRR | Purpose: Carbon Copy

Date Range: From: [Date] To: [Date]

Clinical Range Posting Range

Related Providers

Name	Relationship	Destination
<input type="checkbox"/> Bachman, Emily	Auditor	
<input type="checkbox"/> Bachman, Emily	Auditor	
<input type="checkbox"/> Bachman, Emily	Auditor	
<input type="checkbox"/> Bachman, Emily	Auditor	
<input type="checkbox"/> Bachman, Emily	Auditor	

Device selected Associated Destination

Device: [Dropdown] | Copies: [Number]

Right click on the drop down arrow.

- Filter Type >
- Last Used >
- Favorites
- All
- Printer
- Fax

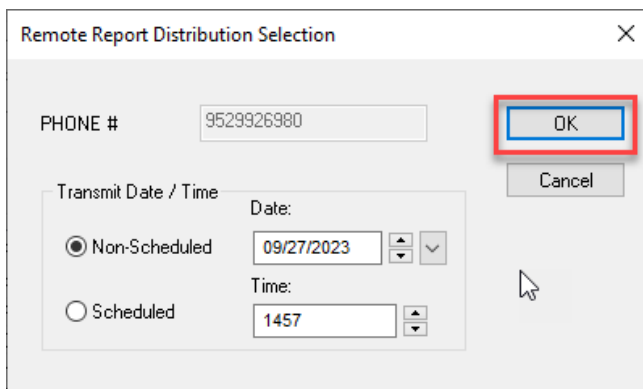
Buttons: Preview, Send

Faxing or Printing from Medical Record Request (MRR)

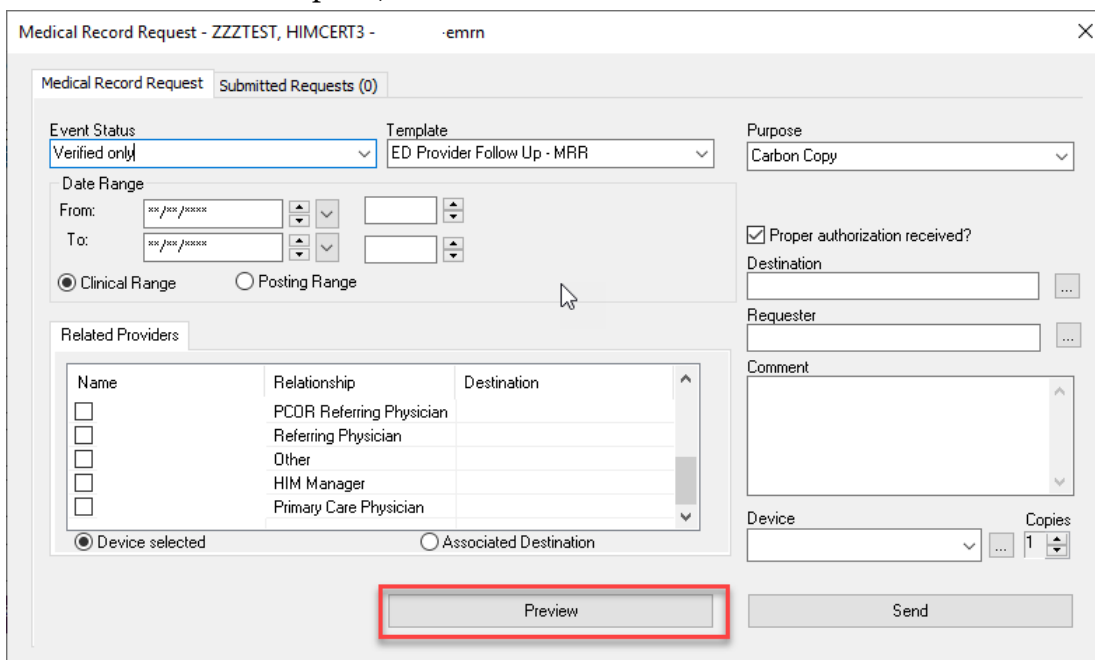
6. Click in the **Device** field and begin typing the provider name, clinic name, or printer. The list will filter. Select the provider name, clinic name, or printer you wish to fax/print to.
 - Example: Enter *allina* in the device list. Any fax stations with Allina in the name will display in the device faxing list.
 - Example: Enter *john* in the device list. Any provider whose first name or last name contains john will display.
 - *If you cannot find the recipient*, select **Default Station** from the dropdown and manually enter the fax number into the Remote Report Distribution Selection window that displays.

****Faxing to internal Children's MN Providers is not needed.**

7. **FAX ONLY STEP:** When choosing to FAX to a provider or clinic, the Remote Report Distribution Selection window displays. Review the recipient's information and click **OK**.
 - When selecting **Default Station** as the Device, the Remote Report Distribution Selection window displays with the Phone # field blank. **Enter the fax number without dashes or a 9 before the number.**



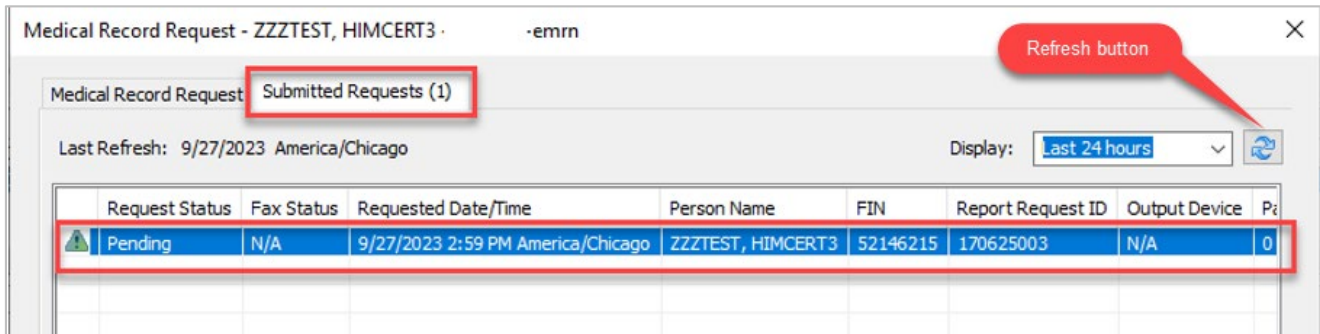
8. When all fields are complete, click **Preview** to view the document.



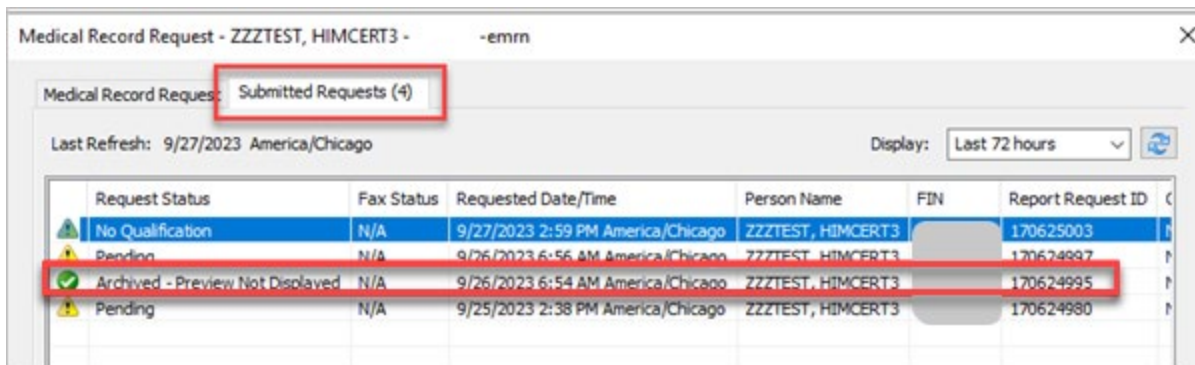
Faxing or Printing from Medical Record Request (MRR)

9. After clicking **Preview**, the request opens the **Submitted Requests** tab. Click the refresh button to refresh and view the submitted requests.

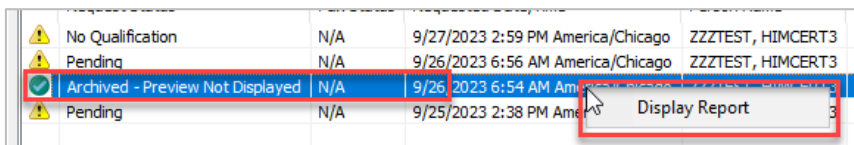
Note: The Submitted Requests tab may contain requests you may have already generated on this patient. The display setting determines the lookback of your submitted requests.



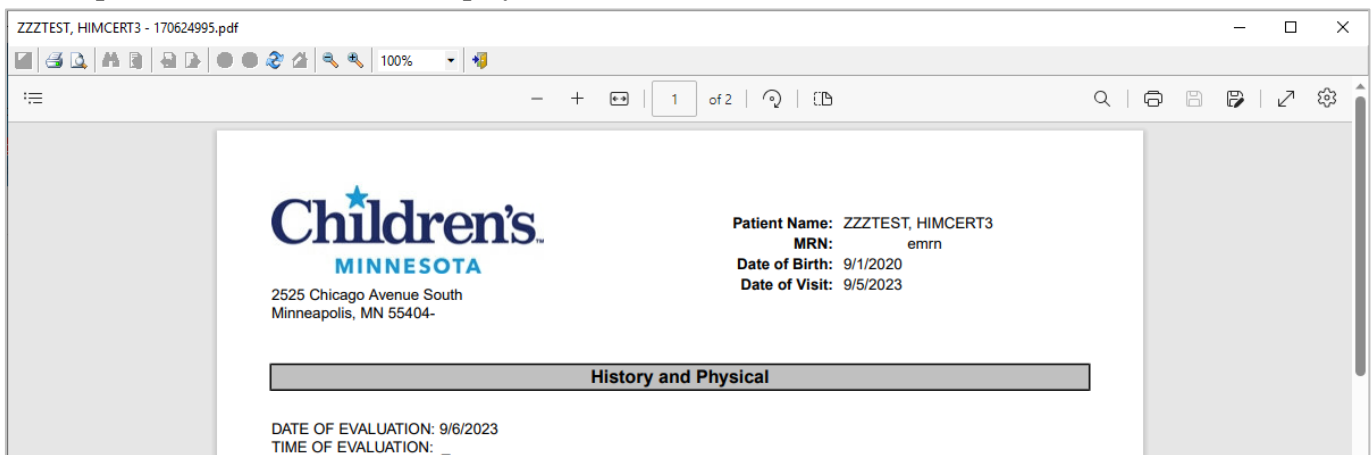
10. When the request is ready to be previewed, the request status displays as **Archived – Preview Not Displayed**.



11. To view the document, right-click on the request and then click **Display Report**.



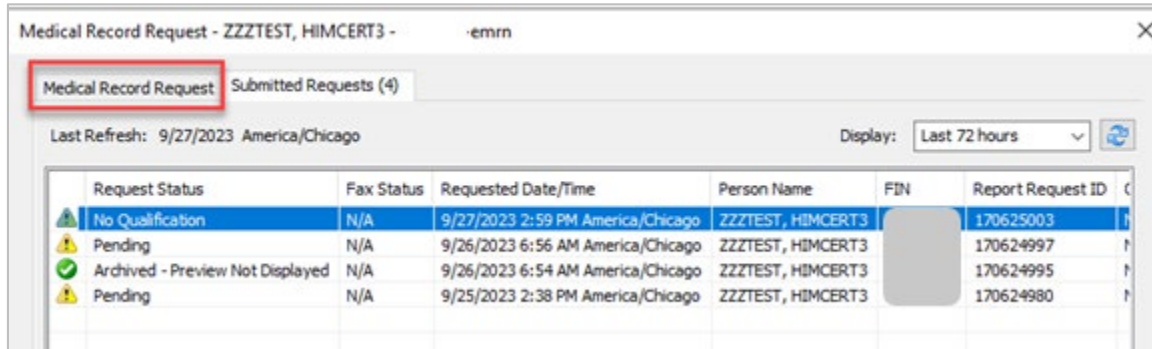
12. A PDF preview of the document displays. Confirm this is the correct document.



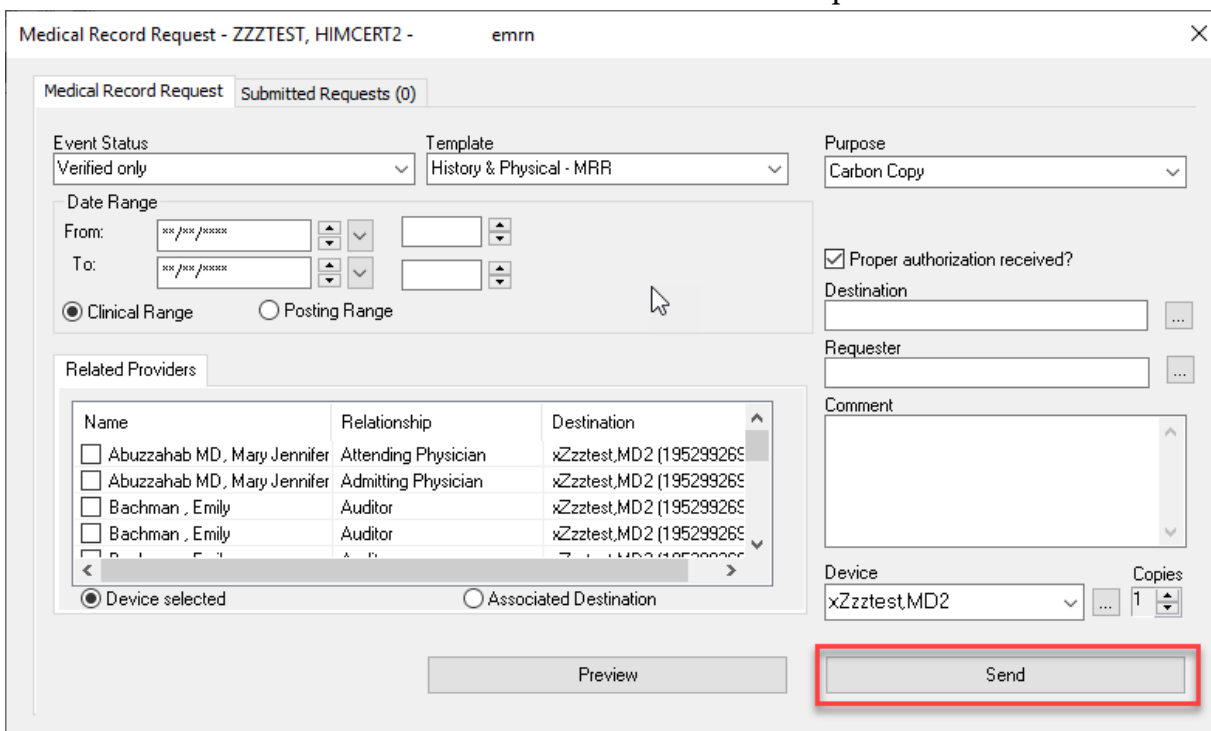
13. After previewing the PDF, click the **X** to close the PDF image.

Faxing or Printing from Medical Record Request (MRR)

14. Click the **Medical Record Request** tab.



15. Reconfirm the information selected on the Medical Records Request tab and click **Send**.



16. To confirm the document was successfully sent to the printer or provider/clinic fax machine, click the Submitted Requests tab to validate.

- Documents that are printed will display **Report Distributed** in the request status.
- Documents faxed to a provider or clinic will display **Transmitted** in the fax status.

Note: If faxing, it may take up to 1 hour for the request to change to transmitted status.