# Printing from the EMR – PCS/EDM/Specialty Care

The printer icon at the bottom right-hand corner of the screen in MEDITECH Expanse has been removed.

This tip sheet will provide instructions on how to print the following reports.

1. Blood Bank
2. Microbiology
3. Reports (Diagnostic Imaging, ECGs & Physician)
4. Inpatient Face Sheet
5. Laboratory
6. Nursing Assessments
7. Patient Reports
8. Selecting Printer

Blood Bank

1. Open **"Blood Bank"** in the patient's chart
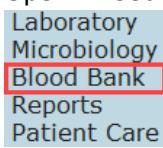

2. Click **"Blood Bank History"** in the footer
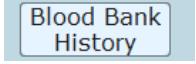
3. Once the report populates, clink the print icon at the top left of the screen


**Microbiology**

1. Open **"Microbiology"** in the patient's chart
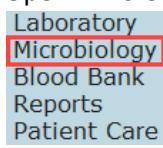
2. Click the clipboard icon in the **"Report"** column
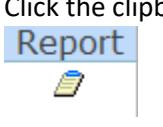
3. Once the report populates, clink the print icon at the top left of the screen

![A1 Health logo]

Reports (Diagnostic Imaging, ECGs & Physician)

1. Open **"Reports"** in the patient's chart

   Laboratory
   Microbiology
   Blood Bank
   Reports
   Patient Care

2. Select **"All Visits – Most Recent"** for all past visit results

   NOTE: to narrow down the search, select the appropriate specialty

   Selected Visits | All Visits - Most Recent
   All | Imaging | General | Psychosocial

3. To view more of a specific report, click on the (+)

   More Rpts ? **Most Recent Exam/Report**
   (+) ED Provider Report
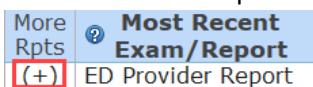
4. To view the desired report, click on the camera or clipboard icon

   Rpt
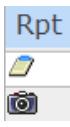
5. Click **"Print Preview"** or **"Print"** in the footer to open the report

   Print Preview | Options | Print

6. Once the report populates, select the print icon on the top left of the report

NOTE: For ECG printed reports, the printer settings may need to be adjusted accordingly as the report may print dark.

Inpatient Face Sheet – includes patient demographics

1. From the main menu, select **"YHC Nursing Custom Reports"** and then **"Inpatient Face Sheet"**

   PCS Status Board
   Bed Management
   Record Locator Desktop
   Specimen Label Print   WGH Bed Roster Home Care
   Extended Provider Lookup   Inpatient Census
   Change Your User's PIN   Inpatient Face Sheet
   Scanning Desktop
   Message/Task System
   YHC Nursing Custom Reports ▶

2. Enter account number of desired patient for report
3. Click **"Print"** in the footer

   Print

4. Preview the report by selecting **"Preview"** or print the report by selecting **"Print"**

Lab Reports - Current Visit

1. Open **"Laboratory"** in the patient's chart

   Laboratory
   Microbiology
   Blood Bank
   Reports
   Patient Care
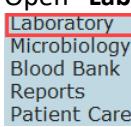
2. Select the report that needs to be printed (Example: Hematology)

   NOTE: You must print each report separately

   Selected Visits | All Visits - Most Recent

   All | Hematology | Chemistry
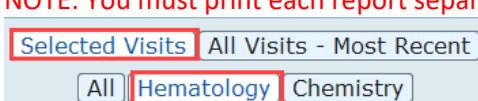
3. Click on the Date and Time

   Click Here → 17/04/2023 02:58

   WBC   4.0 L

4. Click **"Lab Report"** in the footer

   Lab Report

5. Click the print button in the top left corner

Lab Report – Past Visit

1. Open **"Laboratory"** in the patient's chart
2. Select **"All Visits - Most Recent"** and open the desired report by clicking the (+)

   Selected Visits | All Visits - Most Recent

   Most Recent Result
   + **Hematology**
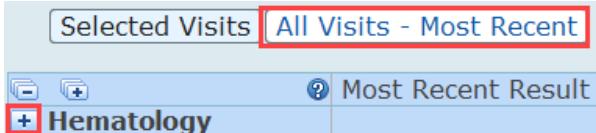
3. Click anywhere in the **"Grou**p" Column to open the report

   Group

   Click Here

4. Click the **"Lab Report"** in the footer

   Lab Report

5. Click the print button in the top left corner

Nursing Assessments

1. Open **"Patient Care"** in the patient's chart

   Laboratory
   Microbiology
   Blood Bank
   Reports
   Patient Care

2. Select the desired assessment by clicking in the open box, a check mark will appear once selected

✔	Date	Name
✔	18/04/2023 09:29	ED Discharge Assessment
☐	18/04/2023 05:56	CIWA-AR ©

3. Select **"Print"** at the bottom of the screen

   View Snapshot | View History | Print

4. Preview the selected report by selecting **"Preview"** or print the report by selecting **"Print"**

Patient Reports

1. Select Patient Reports from the Status board

   On Call Staff
   Assignments
   Clinical Data
   Manage Orders
   Patient Reports

2. Select the patient using the checkbox next to the chart column

3. Select **"Report"** in the footer

   Report

4. Click on the drop down arrow and select the desired report.

   * Patient Report Format

5. Click **"OK"** in the footer

6. Preview the report by selecting **"Preview"** or print the report by selecting **"Print"**

Printer Selection

1. In the Printer list dropdown Select **"Local"**

2. Under Printer, drop down to select the desired printer

   MEDITECH Document Manager ✕

   Printer List LOCAL

   Printer \\setebos\NUR.SURG

   Copies 1

   From page 1   To page 1

   Print all ✔

   OK   Cancel
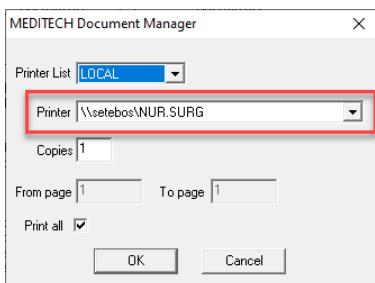
   NOTE: The printer name will be identified on the physical printer. For any issues regarding the printer, please contact **IT @ ext. 8602**