

PowerChart® Tipsheet

Printing by External Reviewers



December 2021

Approved External Reviewers can access the ChristianaCare PowerChart® system and print the medical record through the Medical Record Publish (MRR) application to print a single document from the chart or the entire patient's chart.

Logging into Christiana Care

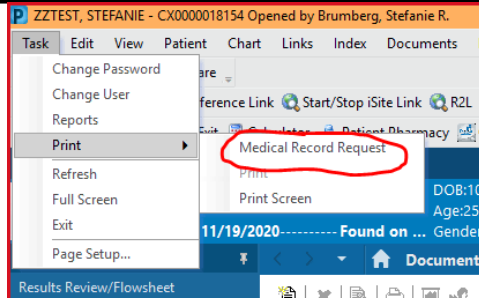
Step	Instruction	Reference
1	From the Patient's chart, verify the encounter from which you are intending to print by reviewing the patient type and dates of service in the banner bar.	
2	If you need to change the encounter, click Loc: on the banner bar. Otherwise, skip to step 4.	
3	Select the appropriate encounter and click OK.	
4	Click on the Medical Record Request application.	

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5	The following sections within MRR must be completed: <ul style="list-style-type: none">• Event Status• Template• Sections• Purpose• Device	
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Completing the MRR Request

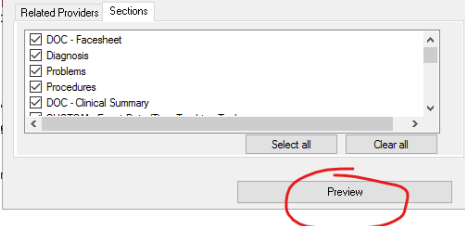
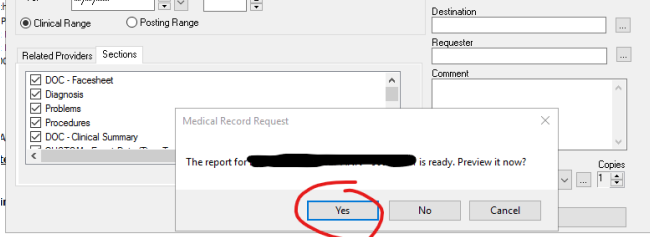
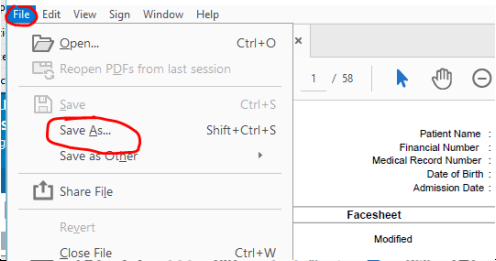
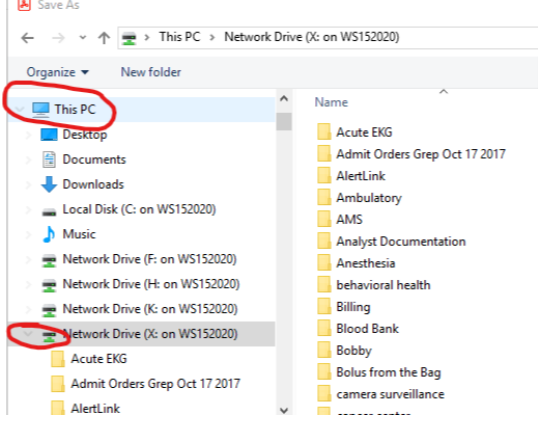
Step	Instruction	Reference
1	<p>Event Status:</p> <p>Verified only should always be used to print documents that are authenticated and verified.</p>	
2	<p>Template:</p> <p>From the drop down, select either eChart if you need to print the entire chart or Document, if you need to print specific documents</p>	
3	<p>Sections:</p> <p>Select the documents needed to print. If all of the sections in a template are needed for a request, click the Select All button.</p>	
4	<p>Purpose:</p> <p>Select “Insurance”.</p>	

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Step	Instruction	Reference
5	<p>Click Preview to render a pdf of the document(s).</p> <p><i>This may take a minute or two to render the document.</i></p>	
6	<p>Once the documents are ready, a “Preview it now?” screen will appear.</p> <p>Click Yes.</p>	
7	<p>When the document loads, review the contents to verify it contains the intended documents. If it does, click on File, then Save As to place the files into your common folder.</p>	
8	<p>To locate your common folder, click on This PC. Then, select the Network drive where your files are stored.</p>	
9	<p>Rename the file on your network drive per your company policy.</p>	