#### **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.	MRN:CX0000018154			
2	If you need to change the encounter, click Loc: on the banner bar.  Otherwise, skip to step 4.	MRN:CX0000018154			
w	Select the appropriate encounter and click OK.	Selected			
4	Click on the Medical Record Request application.	nch FirstNet SSNSurginet PolicyManager gement iAware Patient Education MadHo Medical Record Request Fination Patient Education Machine Patient Education Patient Education Machine Patient Policy PolicyManager  MRN:CX0000018154 Type:Inpatient [11/10/2016 17:22 - < No - Discharge date > ] Fination Policy Policy MD Pilot MD, Test  Patient Por  Or			





			December 2021
		P ZZTEST, STEFANIE - CX0000018154 Opened by Brumberg, Stefanie R.	
		Task Edit View Patient Chart Links Index Documents H	
		Change Password are	
		Change User ference Link 🐧 Start/Stop iSite Link 🐧 R2L (	
		Reports  Print  Medical Record Request	
		Refresh Print	
		Full Screen Print Screen DOB:10,	
		Age:25 Exit 11/19/2020 Found on Gender:	ļ
		Page Setup Found on Gender:	ļ
		n Documents	
		Results Review/Flowsheet	
5	The following sections within		ļ
)	_		
	MRR must be completed:		
	Event Status		
	<ul> <li>Template</li> </ul>		
	<ul> <li>Sections</li> </ul>		
	<ul> <li>Purpose</li> </ul>		
	Device		
	- Device		ļ
			ļ
			ļ

### **Printing by External Reviewers**



December 2021

Completing the MRR Request				
Step	Instruction	Reference		
1	Verified only should always be used to print documents that are authenticated and verified.			
2	Template: From the drop down, select either eChart if you need to print the entire chart or Document, if you need to print specific documents	Template  Abstract Document eChart Outpatient Rehab Plan of Care		
3	Sections: Select the documents needed to print. If all of the sections in a template are needed for a request, click the Select All button.	Related Providers Sections    DOC - Acuity Score		
		Related Providers Sections  DOC - Acuity Score DOC - Admission Referral Process DOC - Advance Directives Assessment DOC - Advance Directives Assessment Note DOC - Advance Directives Assessments DOC - Advance Directives Follow Up Form DOC - Advance Directives Follow Up Form DOC - Alcohol Withdrawal Risk Assessment DOC - Anesthesia Follow Up Select all		
4	Purpose: Select "Insurance".	Event Status Template Purpose Insurance Insurance		

### **Printing by External Reviewers**



December 2021

Step	Instruction	Reference
5	Click Preview to render a pdf of the document(s).  This may take a minute or two to render the document.	Related Providers Sections  DOC - Facesheet Doc - Facesheet Problems Problems Procedures DOC - Chical Summary Select all Clear all
6	Once the documents are ready, a "Preview it now?" screen will appear.  Click <b>Yes</b> .	P
	When the document loads, review the contents to verify it contains the intended documents. If it does, click on <b>File</b> , then <b>Save As</b> to place the files into your common folder.	Ctrl+O  Reopen PDFs from last session  Save As Shift+Ctrl+S Save As Shift+Ctrl+S Save Bs Ortler  Share File  Reyert Close File  Ctrl+W  Modified  Ctrl+W  Ctrl+W  Modified
8	To locate your common folder, click on <b>This PC</b> . Then, select the Network drive where your files are stored.	Save As
9	Rename the file on your network drive per your company policy.	