## **Printing Facesheets**

- 1. Click the Documents button on the top toolbar.
- 2. Find the patient by selecting the 'eye' icon.



3. Search for the patient and select the correct encounter on the bottom pane. Click OK.

Phone Number:	EMPI	MBN	Name				Sex	D08	Age	SSN	Address		Phone 4
		6457837	34 ZZZTE	ST. EDPHY			Male	06/23/88	28 Years	1000300562	8 123 TEST STRE	ET	
incounter Identifier(ex. fin):	17	6457837	36 ZZZTE	ST. CARDIOLOG	YTWO CHRIS	TOPHER	Female	11/23/07	9Years	3000300-824	3 7443		18881234-2342
	2	6457837	37 ZZZTE	ST, CARDIOLOG	THREE		Female	11/23/91	25 Years		77777		
Jaroon Idantifiaday, mmb	12	6457837	38 ZZZTE	ST, CARDIOLOG	NFOUR		Male	01/01/75	42 Years	2000/2007-332	13 12334		(816)888-4444
eroerieen mingen. ming	2	6457837	39 ZZZTE	ST, SCHEDULIN	GCCL		Female	03/22/74	43Years	1000306-280	8 4321 WALKWA	r LN	
	2	6457837	40 ZZZTE	ST, LABORATOR	RY		Female	07/03/85	31 Years		123 LAB		(432)337-1215
ast Name:	2	6457837	41 ZZZTE	ST. PHARMACY			Male	05/06/85	31 Years		123 Pharmacy		(432)165-4646
222/es/	12	6457837	42 ZZZTE	ST, AUTOMATE	DONE		Male	4/30/1990 8:00 PM	26 Years	>>>>+48	3 1201 S KELLY A	NE	(432)553-6319
irst Name:	2	6457837	43 ZZZTE	ST, AUTOMATE	DTWD		Female	1/22/1982 6.00 AM	35 Years	2000300-405	1234 SUNRAY 0	ORIVE	
	2	6457837	44 ZZZTE	ST, AUTOMATE	DTHREE		Male	03/31/12	5 Years	2006306-48	2 906 S KELLY AN	Æ	(432)553-6319
00B:	2	6457837	47 ZZZTE	ST, INPATIENT			Male	10/17/79	37 Years	2000/20163	6 999 Test Drive		(432)111-1111
er per juner 🚔 💌	2	6457837	45 ZZZTE	ST, URGENTCA	RE		Male	04/05/85	32 Years	2000/2007198	7 123 URGENT		(432)555-1212
	2	6457837	46 ZZZTE	ST, SURGERY			Male	06/16/87	29 Years		124 Main Street		(785)555-5555
Search Reset	2	6457837	48 ZZZTE	ST, CATHLAB			Female	06/04/89	27 Years		906 SUNRAY D	RIVE	(920)834-0239
	FIN		Facility	Location	Enc Type	Med Servi	ce	Est Anival Date	Reg Date	C	isch Date	Attending P	Physician
	<b>3</b> 120	00021917	MCH	MCH ED	Emergency	Emergenc	y Medicini	0	4/18/2017	4:09 PM			
	120	00007312	MCH	MCH Rad MRI	Outpatient	Medicine-I	General		4/6/2017 7	08 PM 4	/6/2017 11:59 PM	CERNER,	CERNER
	120	00002163	MCH	MCH ED	Inpatient	Acute Sur	pical		4/3/2017 8	54 AM 4	/4/2017 7:13 AM	MCH, ED 8	siling
	3 120	00001781	MCH	MCH ED	Emergency	Emergenc	y Medicine		4/2/2017 7	56 PM 4	/2/2017 10:45 PM	TEST, MD	
	3 120	00001574	MDH	MCH ED	Inpatient	Medicine-I	Seneral		4/2/2017 8	52.AM 4	/2/2017 3:22 PM	MCH, ED B	siling
	3 120	00001569	MCH	MCH ED	Emergency	Emergenc	y Medicine		4/2/2017 7	43.AM 4	/2/2017 8:51 AM	CERNER,	CERNER
	3 120	00000657	UC 42ND	UC 42ND	Urgenit Care	Urgent Ca	re		4/1/2017 6	40.AM 4	/1/2017 7:30 AM		
	31120	00000656	MCH	MCH ED	Emergency	Emergenc	y Medicine	8	4/1/2017 4	37 AM 4	/1/2017 6:13 AM	CERNER,	CERNER; Dunningh
	31120	00288793	MCH	MCH ED	Inpatient	Medicine-I	General		3/27/2017	9.12 AM 3	/27/2017 9:24 AM	TEST, MD	
	31120	0288298	MCH Corp	MC-Nurse Unit	Outpatient	Cardiology			3/16/2017	8.25 AM 3	/16/2017 11:59 PM	GAD, ABD	ALLAH ,MD; Cerner
	31120	0288275	MCH	Ext Rad	Clinic				3/12/2017	3	/12/2017 11:59 PM	TEST, MD	
	591120	11/18/243	MLH	MUNED	Inpatient	Acute Sur	jica:		3/11/2017	1246 PM 3	/14/2017 4:45 PM	NUH, ADR	JANA E ,MD
Canada Dunku										_			

- 4. Once you have selected the correct encounter, click the Print button in the top left corner.
- 5. Click the Printer drop down to see the list of printers.
- 6. This list includes both printers on the MCH network, as well as faxes that we have built in Cerner.
- 7. If you are using an MCH networked printer, you can search for the printer by the printer name identified by a label on the physical printer.
- 8. If you are an outside provider and your printer is not an MCH networked printer, then you have the ability to fax to yourself (You will not have the ability to print). You can search for the physician's name in the list (Last name, First name), or if their name is not on the list you can choose the \_ADHOC "printer" in order to enter your own fax number.
- 9. If you choose a physician and the fax number is not correct, please call in a ticket to 640-1385 in order to have this changed. You can also request to have a physician added to this list. (Please provide physician name and fax number)

🖲 Person Mgmt: Doc	uments				
Task Edit Action	View Help				
🗟 🎒 🥕 📢					
Person/Encounter Info	ormation	Qualified documents:			
ZZZTEST, EDPHY	🗃 Print				
Sex: Ag	Printer:	Number of copies:			
Male 2	_ADHOC	· · · · · · · · · · · · · · · · · · ·			
55N: XXX-XX-5678	_ADHOC_ED _HIMPRT13	Facesheet			
FIN NBR:	7cprt01_labels 7cprt01_labels	Canaal Sat Dafault			
1200021917	7cprt02 7cprt03	4/20/2017 9-26 AM			
Encounter type:	ABERRA, GETNET	472072017 0.36 AM			
Emergency	ABIJAY, JOSEPH ACKERMAN, LANI				
Location:	ACREMAN, ANNE				
MCH/MCH/MCH ED/	ADAMS, JUEL ADDISON, BRUCE				
	ADIMOOLAM, VENAKATA		10017 0.00 111		
Heady	admincopier adminntf01	jp0575 [cmansell   4720	/2017   8:36 AM		



- 10. If you select the \_ADHOC printer, a pop-up will prompt you to enter the fax number you would like to fax to as shown below.
- 11. Enter the fax number in the format shown below. Do not change any of the other settings. Then click OK.

🖲 Person Mgmt	: Documents			8
Task Edit Ac	tion View Help			
1 🗟 🗇 /> N	8			
Person/Encou	Remote Report Distrib	ution Selection	<b>—</b>	
Name: ZZZTEST, EE	PHONE #	14326403734		
Sex:	PHUNE #	14320403734	UK	
SSN:	Transmit Date / Tin	ne Date:	Cancel	
×××-××-5678	Non-Schedule	d 04/20/2017 🚔 💌		
FIN NBR: 1200021917	Scheduled	Time: 0837		
Encounter type Emergency				
Location:				
MCH/MCH/MCI	H ED/HW2/A			
Ready		P	0575 cmansell 4/20/2017 8:38	AM /

- 12. Before clicking OK again to send it to the printer or fax, be sure to add the printer or fax as a favorite.
- 13. Right-click on the printer drop-down box, then click "Add to Favorites." You can add multiple printers or faxes as favorites, you will just have to select each one and add them as favorites individually.

Person Mgmt: Documents		
Task Edit Action View Help	)	
Person/Encounter Information Name:	Qualified documents:	
Sex: Aq Male 2 SSN: XXXX5678 FIN NBR: 1200021917 Encounter type: Ready Emergency Emerger Location: MCH/MCH/MCH ED/HW2/A	Number of copies:       Filter Type       Set as Default       Add to Favorites       Clear Entry       Refresh list       Last Used	efault 8:39 AM
Ready	p0575 cr	mansell 4/20/2017 8:39 AM //

- 14. Once you have added all of the printers and faxes that you want as favorites, right-click on the drop-down again then hover over "Filter by Type."
- 15. "All" should be selected, but we want you to only see your favorite printers so you will not have to search through the full list of printers. Click on "Favorites." You can always change the filter back to "All" by going through the same process if you would like to add another printer or fax.
- 16. Clicking on the printer drop-down should now only display your favorite printers.



Person Mgmt: Documents     Task Edit Action View Help	3	
\$\$ ⊕   ≫ <b>\</b> ?		
Person/Encounter Information Name:  ZZZTEST, EDPHY Sex: Male 2 SSN:  XXXXX5678	Qualified d Number of c Filter Type Set as Default Add to Examiter	couments:
FIN NBR: 1200021917 Encounter type: Emergency Location: MCH/MCH/MCH ED/HW2/A	Clear Entry Refresh list Last Used	Fax
Ready		p0575  cmansell   4/20/2017   8:40 AM

