

Printing in eChart

Overview

The eChart displays a chronological listing of all Clinical and Medical Documentation for the patient and allows for printing of multiple or individual notes within the chart.

Print a Single Record

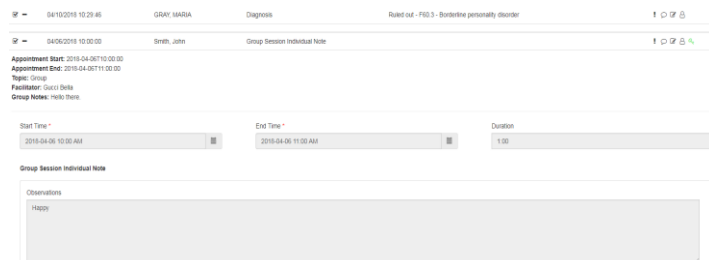
Place a check mark in the **Checkbox Icon** next to the item to be printed.

Select the **Plus Sign (+)** expander to open the record details to print.

Check the box to the left of the document and use **Ctrl P** on your *Windows* computer or **Command P** on your *Mac* to print. You may also *right* click on the displayed note and select **Print** from the drop- down menu. The name of the facility will display as the header, and the address as the footer on the document. The document will be printed to the printer connected to your computer.

To save on your computer click **Adobe PDF**.

Note: Individual items **Not Finalized** cannot be printed.



Print Multiple Records

Use the **Plus Sign** expander in the Header to display all the records details. Place a check mark in the box *in the header* to select *all* records or individually check the items you need to print. Use **Ctrl P** on your *Windows* computer or **Command P** on your *Mac* to print. You may also right click on the displayed note and select **Print** from the drop-down menu. The name of the facility displays as the header, and the address as the footer on the document. The document will be printed to the printer connected to your computer.

Note: When selecting all items, those not finalized

will not be included in printing.

Records may also be previewed before printing. Right click on the selected item(s) and select **Print Preview**. Use the scroll arrows at the bottom of the document to scroll through the pages as indicated on the upper right of the displayed document.

