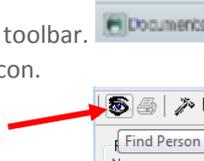
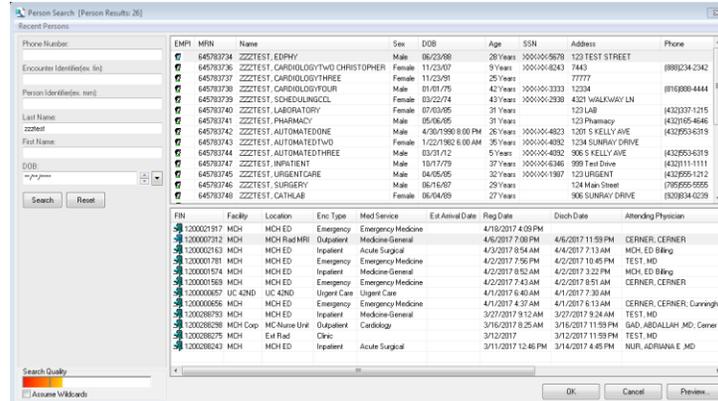


Printing Facesheets

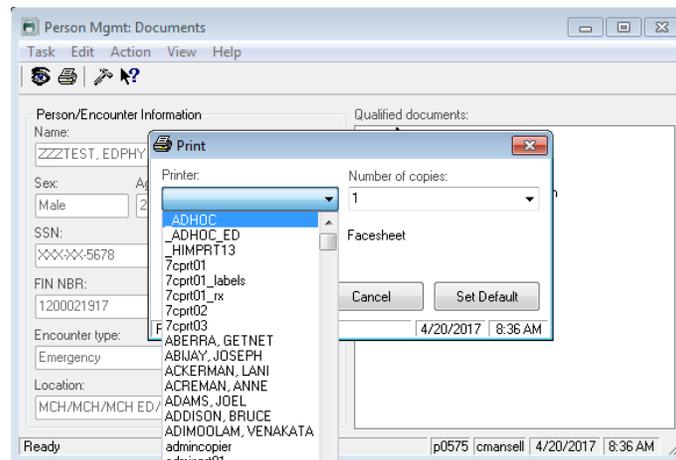
1. Click the Documents button on the top toolbar.
2. Find the patient by selecting the 'eye' icon.



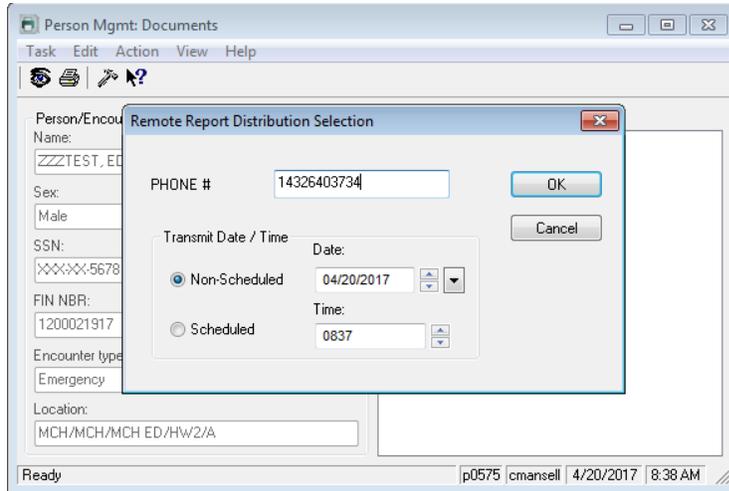
3. Search for the patient and select the correct encounter on the bottom pane. Click OK.



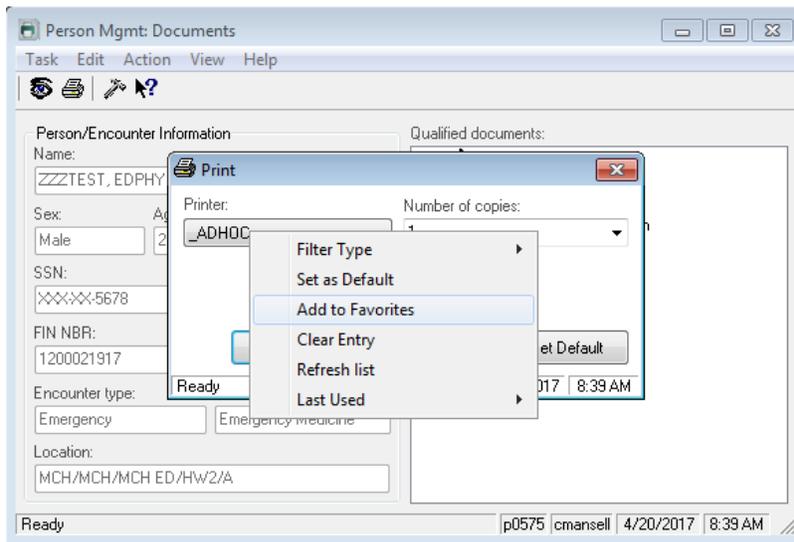
4. Once you have selected the correct encounter, click the Print button in the top left corner.
5. Click the Printer drop down to see the list of printers.
6. This list includes both printers on the MCH network, as well as faxes that we have built in Cerner.
7. If you are using an MCH networked printer, 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)



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.



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.



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.

