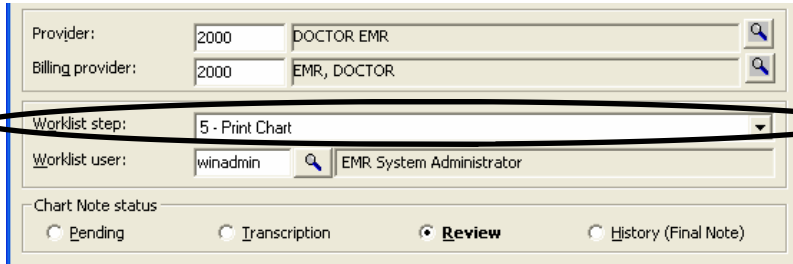


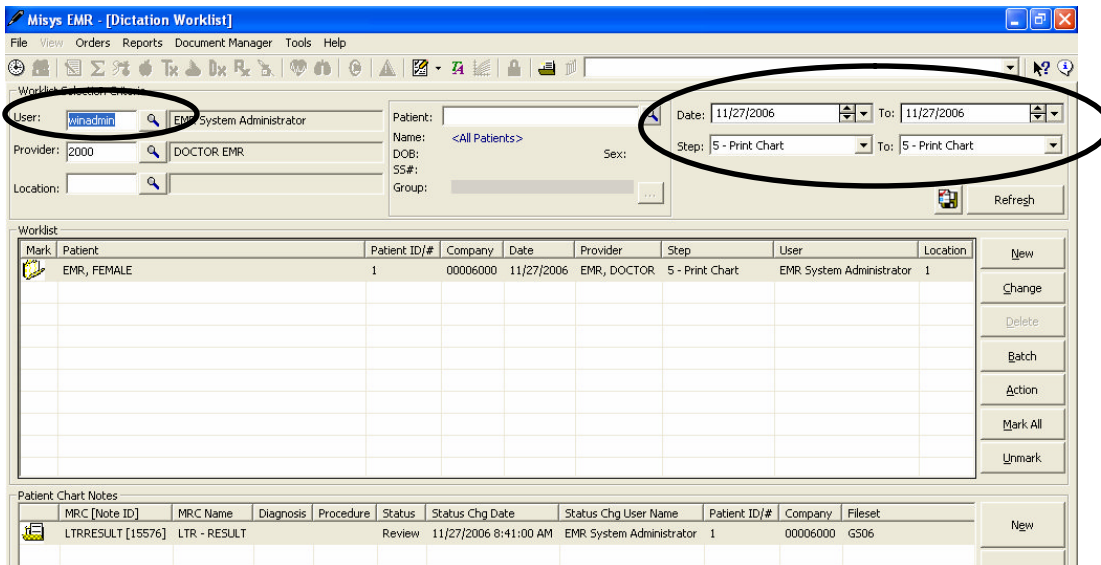
Batch Printing Charts/Letters

1. When saving the note from in Chart Note Entry, you need to change the Worklist step to be print chart whether it is a letter or a chart. (The system will only print charts at the print chart step and letters at the print letter step.) You may also change the chart note status if you wish but this is not required. (Keep in Mind the chart note status and Worklist step determine where this will show on you provider portal.) When you are done click sign to sign the note.



Provider: 2000 DOCTOR EMR
 Billing provider: 2000 EMR, DOCTOR
 Worklist step: 5 - Print Chart
 Worklist user: winadmin EMR System Administrator
 Chart Note status: Pending Transcription Review History (Final Note)

2. Go to the Dictation Worklist
3. The User should be you or the person that has the charts/letters on their Worklist. Remove the location, change the date range to correct, change the step and To area's to be Print Chart. Click the Refresh button.



Misys EMR - [Dictation Worklist]

User: winadmin EMR System Administrator
 Patient: <All Patients>
 Date: 11/27/2006 To: 11/27/2006
 Step: 5 - Print Chart To: 5 - Print Chart
 Refresh

Mark	Patient	Patient ID/#	Company	Date	Provider	Step	User	Location	
	EMR, FEMALE	1	00006000	11/27/2006	EMR, DOCTOR	5 - Print Chart	EMR System Administrator	1	New Change Delete Batch Action Mark All Unmark

MRC [Note ID]	MRC Name	Diagnosis	Procedure	Status	Status Chg Date	Status Chg User Name	Patient ID/#	Company	Fileset	
LTRRESULT [15576]	LTR - RESULT			Review	11/27/2006 8:41:00 AM	EMR System Administrator	1	00006000	G506	New

4. Click mark all, then click action.
5. If asked, pick the printer you wish to send them to, then click print.
6. Once you do the above, the system changes all the items to a print letter step.
7. Click action again
8. If asked, choose the printer again
9. This will move all the items to close to history