# EMR Web Training Script

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| **Course:** | Printing & Faxing from the EMR |
| **Learning Objective:** | To understand how to print and/or fax orders, documents or other information from the Centricity EMR application |
| **Video Length:** | 2 minutes, 50 seconds |

The purpose of this course is to understand how to print and/or fax orders, documents or other information from the EMR  in the Centricity EMR application.

## How to Print an Order

In the EMR, test and referral orders print automatically at the time the Order is entered and signed.  To re-print an Order, go to the Orders tab on the Patient chart.  Highlight the Order – to select multiple Orders to print at one time, highlight each Order while holding down the **[Ctrl]** key.  Then, click the **[Print]** button at the top of the EMR window.  The system defaults to the Orders folder, the Selected Order and the clinic Printer for your location of care.  Click the **[Print]** button in the bottom right corner of the print window.

## How to Fax an Order

To fax an order, go to the Orders tab on the Patient chart.  Highlight the Order – to select multiple Orders to fax at one time, highlight each Order while holding down the **[Ctrl]** key.  Then, click the **[Print]** button at the top of the EMR window.  The system defaults to the Orders folder and the Selected Order.  Select **[Biscom Fax Printer]** from the drop-down Printer menu.  Finally, click the **[Print]** button in the bottom right corner of the window.

On the Fax window, you will choose the Fax Recipient, Sender and Comments, if applicable.  First, click **[Select]** to choose the Fax Recipient – Service Provider, Insurance Company, Pharmacy, etc.  Then, verify the Sender information – if necessary, change Sender by choosing Name from drop down menu or using the binocular icon.  Complete the Fax Information – choose <Default> Cover Page, complete Subject line and Enter Comments to go on Cover Page, if applicable.  Finally, click **[Fax]**.

The EMR attempts to fax the Order four times.  The Fax Status tab on your Desktop displays the details of the Fax submission.  There is no printed or email confirmation that the Fax transmitted successfully.

**How to Print or Fax Documents or Other information**

To print or fax other Patient documents or other information from the EMR, follow these same steps.  The first step is to locate the information that needs to be printed or faxed from the appropriate tab on the Patient chart.  Then, you will click the **[Print]** button at the top of the EMR window and complete the information on the following windows.

Remember, if you get stuck at any time, use click the [Help] button at the top of the EMR window or use the keyboard shortcut of [F1] for help on the screen that you are on.

During this course, we reviewed how to print and/or fax orders, documents or other information from the Centricity EMR application.