Printing for Transfers

The 724 Downtime viewer printout is used for Patient transfers out of hours. The 724 Downtime viewer printout has to be printed from the Downtime Computer.

Print right before the transfer to ensure all documentation has been entered.

Don't discharge the Patient in the System before printing. Otherwise the information will not be available on the Downtime viewer.

- Click on the 724 Downtime viewer icon.

- The Audit Information screen opens.

- Enter your username.

- Click on **Other** and add 'Printing for transfer'.

- Click **OK**.

- The Patient list screen appears.

- Click on your ward from the lists.

- Click on a column header to sort patients (e.g. Name for alphabetical order).

- Click on the patient you want to print.

- Click on **Print Chart**.

- Change the timeframe you want to print.

- Tick the components you want to print

- Click **Finish**.

Note:

Within hours (Monday to Friday between 8-5pm) please contact Health Information Unit on who will print the documents for transfer for you.
- CHW: 9845 2356 (ext. 52356)
- SCH: 9382 0021