

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).

Name	NHS	FIN	MRN	Age	Sex	DOB	Visit Reason	Encounter Type	Room/Bed	Med Service	Admitted
BROWN, Charlie	123 123 12310	2296249	1301496	9 years	Male	06/06/2006	CHEMO	Inpatient	06 08	Oncology	04/01/11
1134M, Olympia	123 123 12310	2296248	1301478	12 years	Female	18/08/2003	CHEMO	Inpatient	06 07	Oncology	04/01/11
STTEST, Sumanth	254 377 59611	2296247	1300578	10 years	Male	15/06/2005	CHEMO	Inpatient	07 10	Oncology	31/12/11
UATONC, Pat1	000 000 00000	2296246	1301444	5 years	Female	11/11/2010	CHEMOTHERAPY	Inpatient	05 06	Oncology	31/12/11
PETAL, Flower	123 123 12310	2296245	1301495	8 years	Female	07/07/2007	CHEMO	Inpatient	05 05	Oncology	30/12/11
CHRISTMAS, Father	123 123 12310	2296243	1301494	15 years	Male	25/12/2000	CHEMO	Inpatient	13 18	Oncology	23/12/11
UATONC, Pat6	000 000 00000	2296232	1301449	6 years	Male	11/11/2009	CHEMOTHERAPY	Inpatient	03 03	Oncology	18/12/11
UATONC, Pat8	000 000 00000	2296199	1301450	10 years	Male	22/11/2005	TEST	Inpatient	15 20	Oncology	09/12/11
UATONC, Pat7	000 000 00000	2296197	1301451	9 years	Female	11/11/2006	TEST	Inpatient	10 13	Oncology	09/12/11
KIP, Waitlist	123 123 12310	2293244	1219507	5 years	Male	10/10/2010	TESTING DEMOGRAPHIC BANNER	Inpatient	01 01	Endocrinology	04/12/11

- Click on the patient you want to print.
- Click on **Print Chart**.

Name	NHS	FIN	MRN	Age
BUTAMOL, Sally	123 123 12312	2296375	1301525	8 years
PRAZOLE, Omar	254 377 54111	2296363	1301517	9 years
OLON, Max	254 377 54111	2296362	1301516	12 months
FORMIN, Matt	254 377 54111	2296361	1301515	8 weeks
INOPRIL, Lucy	254 377 54111	2296360	1301514	15 years
CICLOVIR, Valene	254 377 54111	2296359	1301513	7 years
MYCIN, Toby	254 377 54111	2296358	1301512	6 years
KACIN, Amy	254 377 54111	2296357	1300214	4 years
PHINE, Moira	254 377 66611	2296356	1301511	11 months
CETAMOL, Perry	254 377 83311	2296355	1301510	2 months
MICIN, Magenta	254 375 29911	2296354	1300494	4 years
OPHENOLATE, Mike	254 377 66611	2296353	1301286	3 years
MICIN, Jenny	254 377 54111	2296352	1300150	14 years
FLUID, Ivy	254 377 54111	2296351	1300131	2 years
CILLIN, Penny	254 377 66611	2296349	1300039	7 years

- Change the timeframe you want to print.
- Tick the components you want to print
- Click **Finish**.

Printing Preferences
Select the patient data to send to the printer.

Print From: 06/04/2016 to 07/04/2016

Print Sections Without Data

Sections:

- Lab Results
- Patient Care Results
- Medication Orders (Current)
- Medication Orders (Future)
- Medication Orders (Discontinued)
- Active Orders
- Future Orders
- Completed Orders
- Print Child Orders (Orders/Future Orders Must Be Checked)
- Vital Signs
- Documents
- Scheduled Appointments
- Intake and Output
- Microbiology (Susceptibility & Reports)
- Medication Profile (Current Meds)

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