Print Documents

Print Patient Documents

**Note:** You must have permission within the OneContent system to print viewed documents.

These instructions assume you have already searched for and opened a patient's chart, an associated deficiency, or an assignment. The default sort order depends on your user preferences.

1. Expand the folder that holds the document you want to print. The system lists all documents in the folder. To filter the list, select a specific group of documents from the drop-down box.

2. Select the document to print to display it in the viewer.

3. Do any of the following:
   - Click the **Printer** icon to open the document or image in a PDF viewer.
   - Click the Printer arrow and select **Current Page** to print the page displayed in the viewer.
   - Click the Printer arrow and select **Current Document** to print the entire selected document.
   - Click the Printer arrow and select **Output Queue** to customize your print request. (see below)

4. The Print screen opens. Use the preview feature to verify the print request's content. Enter any page specifications you want and click **Print**.

**Note:** Each page of output is automatically labeled with the patient's name, MRN, and Encounter number. The document header displays OneContent: Generated By [User].

**Customize a print request with the Output Queue**

Use the Output Queue to add multiple documents or pages to a print queue and specify which pages to print at once.

1. Click the printer arrow beside the print icon.
2. Select **Output Queue**.

Complete the following instructions for the task you want to perform.

**Add page(s) to the Queue**
Select a page from the document tree.
Click Current Page.
Repeat steps 1 and 2 as needed and click Send.

**Add documents to the Queue**
Select a document from the document tree.
Click Current Document(s).
Repeat steps 1 and 2 as needed.

**Note: The system limits the size of a single print request to 8 GB or 100 pages. McKesson recommends that you filter the list of documents before attempting to print all in view.**
Click Send.

**Send a page range within a document**
Select a document with more than two pages.
Click Current Document.
Click the document name in the print queue.
Enter the first page of this document that you want to print in the from field.
Enter the last page of this document that you want to print in the to field.
Click Send.

**Send a document version**
Select the version of the document you want to print from the document tree.
Click Add Document or Add Page as needed.
Repeat steps 1-2 as needed.
Click Send.

**Add a cover page**
Cover pages are not available for the local print option.
Select a configured print or fax queue. The cover letter checkbox is checked by default. To omit a cover letter, deselect the checkbox.
From the Cover Letter drop-down, select the cover letter template you want to add.
In the Comments field, enter any notes that you want to appear on the cover letter (up to 200 characters).
Click Send. The system displays a confirmation message displays that the request has been submitted and clears the queue.

**Delete a page from a queue**
Click the document name in the queue.
Click the X o the selected row to delete the item.
Click Send to submit the remaining queue content.

**Delete all pages form the queue**
Click Clear All.