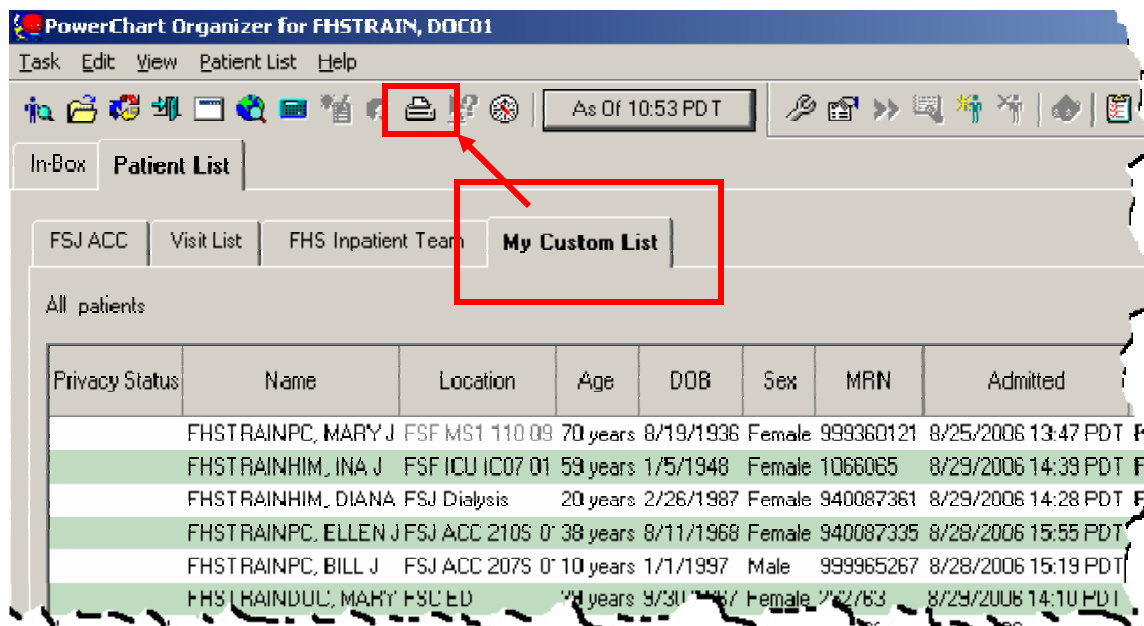

PowerChart Tip: How To Print Your Patient Lists

Once you have created a patient list, you may want to print that list out and use it to take notes while rounding on patients. There are two ways you can print your list. The first option does not leave any space between the patients. The second option gives you more space between patients to make notes.

To print your Patient List using the Print toolbar button (no space between patient names):

1. Open **PowerChart** and click on the **Patient List** tab.
2. Click on the Patient List that you would like to print.
3. Click on the **Print** toolbar button. This will open the **Print** window.



4. The default printer for the workstation you are on should be listed in the Name field. Make any changes necessary and click on the **OK** button to print your list.

To print your Patient List using the Explorer Menu toolbar button (space between patient names):

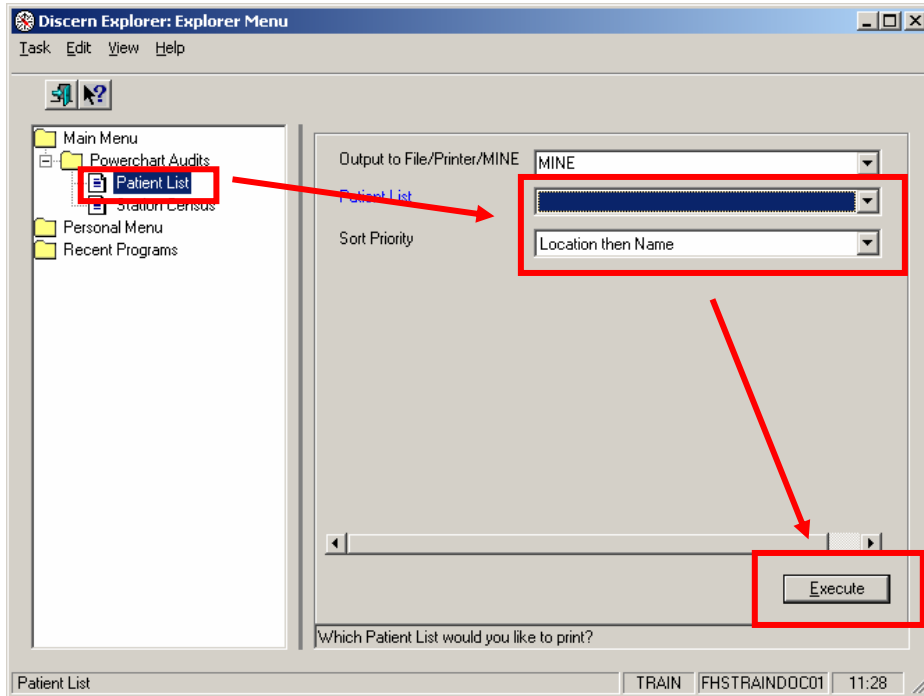
1. Open **PowerChart** and click on the **Patient List** tab.
2. Click on the **Explorer Menu** toolbar button (looks like a compass) located to the right of the **As Of** button. This will open the **Discern Explorer: Explorer Menu** window.
3. Double click on the **Main Menu** folder.
4. Double click on **PowerChart Audits** folder.
5. Double click on the **Patient List** report. Options for the report will open on the left hand side of the window.



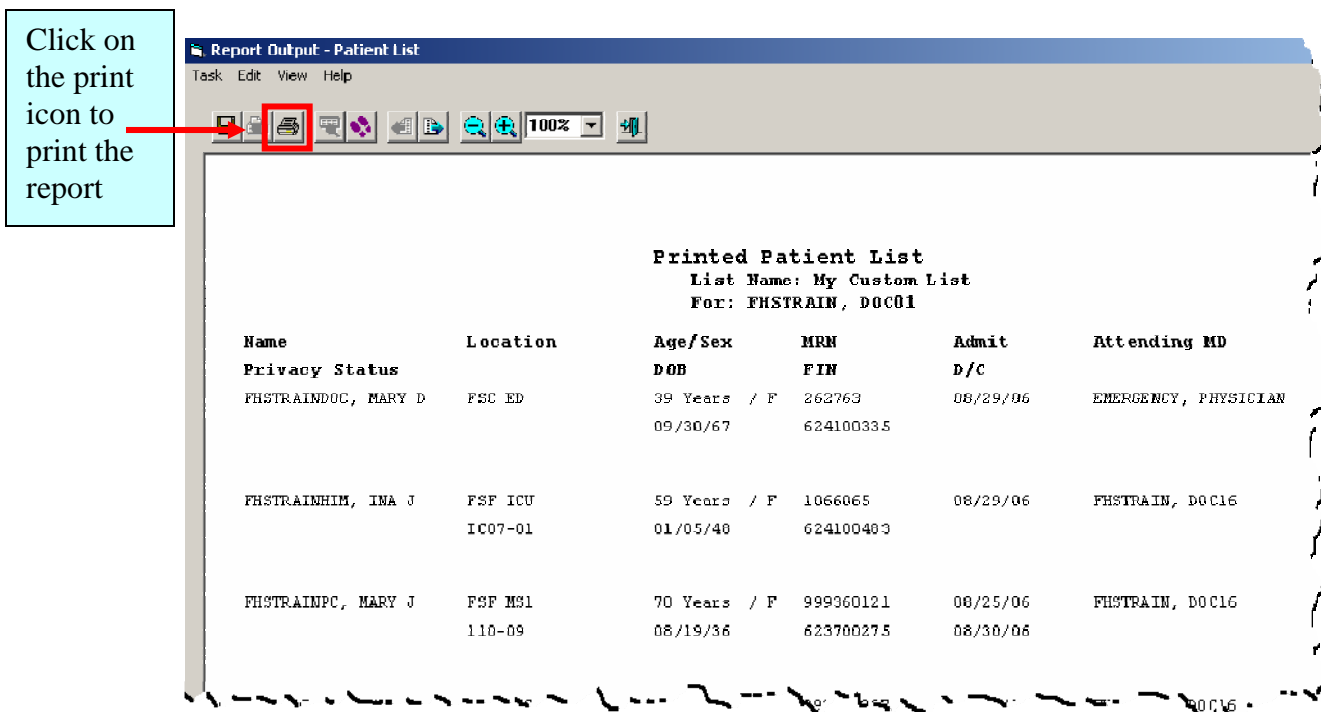
Tip: The next time you open the Explorer Menu window – the Patient List report will be located in the **Recent Programs** folder so you will not have to search for it again.

6. Select the report you would like to print and the sort priority.

7. Click on **Execute** to run the report.



8. To print the report once it is generated, click on the print icon on the toolbar above the report. The report will print to the default printer for the workstation you are on.



9. Click the **X** in the upper right hand corner to close the **Report Output** window.

10. Click the **X** in the upper right hand corner to close the **Discern Explorer** window to return to your **Organizer**.