

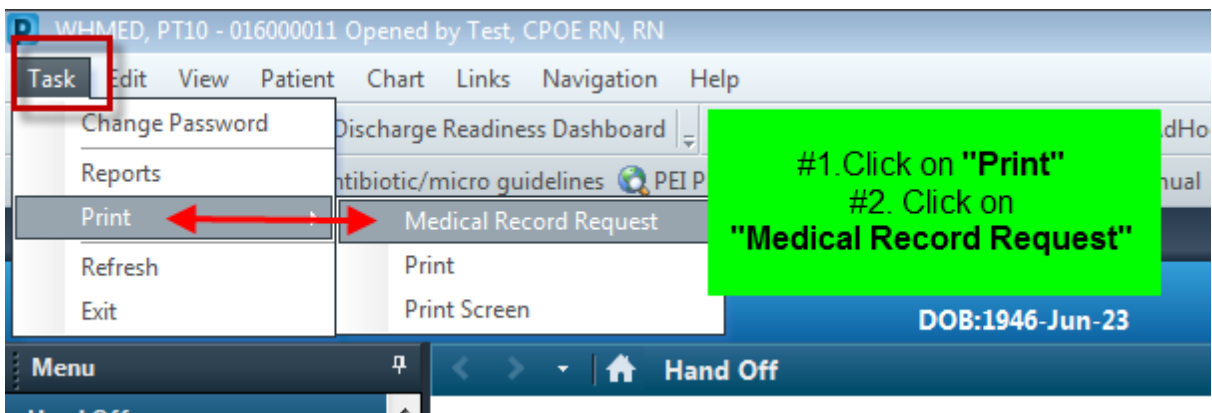
## Medical Record Reporting – MRR

MRR is the method of printing a chart

- Used by the Medical Records/HIM department for Release of Information purposes.
- Used by the acute care facilities when transferring a patient to another facility outside of Health PEI
- MRR prints the patient's chart at the encounter level

### How to Access MRR

- a. Click on the **Task** on the Menu Bar
- b. Choose **Print**
- c. Select **Medical Record Request**

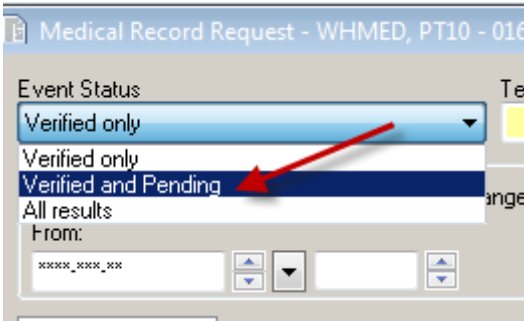


- d. This opens the Medical Record Request window

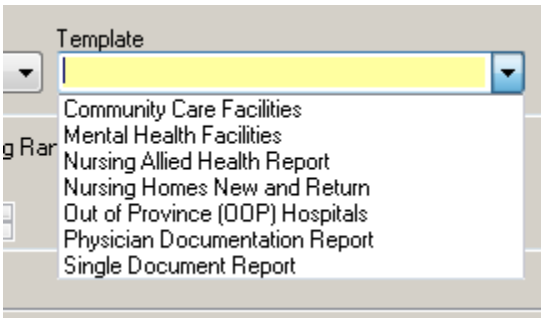
The screenshot shows the 'Medical Record Request' window. It contains several fields: 'Event Status' (Verified only), 'Template', 'Purpose', 'Date Range' (Clinical Range selected), 'From' and 'To' date pickers, 'Proper authorization received?' checkbox, 'Destination', 'Requester', 'Comment', 'Device' dropdown, and 'Copies' spinner. A table of 'Related Providers' is visible, with one row containing 'Test, CPOE RN, RN' and 'HIM Physician'. The 'Device selected' radio button is checked. 'Preview' and 'Send' buttons are at the bottom.

Name	Relationship	Device
<input type="checkbox"/> Test, CPOE RN, RN	HIM Physician	

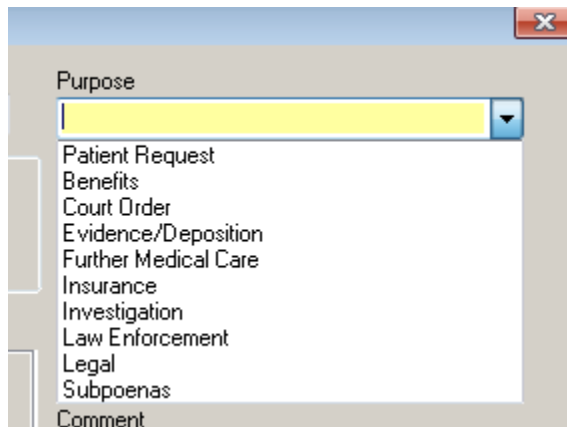
- e. The Event Status data box will need to be changed to **“Verified and Pending”**



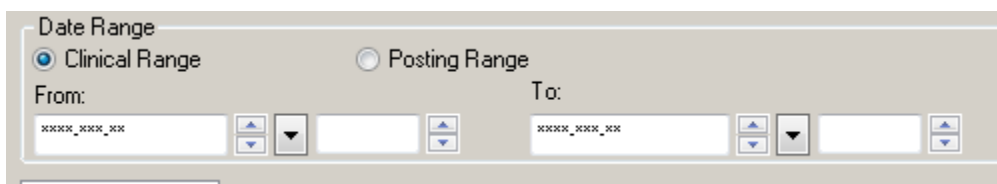
f. Select the appropriate template.



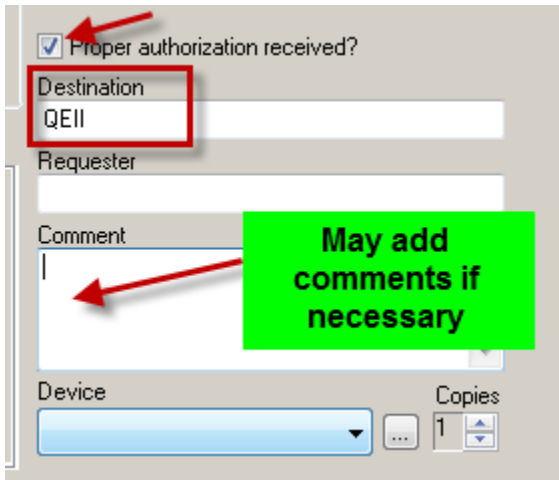
g. Select the appropriate Purpose



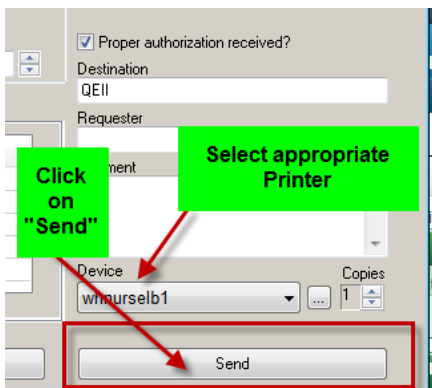
h. The **Date Range** is defaulted to clinical range.  
It may be changed if required.  
Select Posting Range and enter date and time of appropriate range.



- i. In the Authorization field place a check mark and in the Destination field free text the facility receiving information



- j. Ensure the appropriate printer is selected
- k. Click on Send and it will print .



- l. When the request is complete, there will be a pop up stating “**Request Submitted**”. This means the report has been submitted and is now printing.
- m. Click OK

