

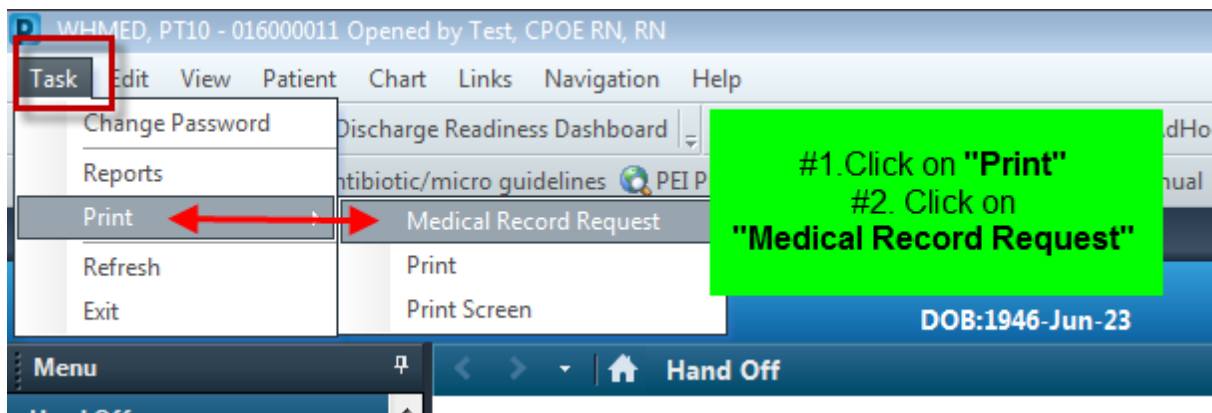
## Medical Record Reporting – MRR

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 and sections:

- Event Status:** A dropdown menu with 'Verified only' selected.
- Template:** A dropdown menu with a yellow background.
- Purpose:** A dropdown menu with a yellow background.
- Date Range:** Two radio buttons, 'Clinical Range' (selected) and 'Posting Range'.
- From:** A date field with a dropdown menu.
- To:** A date field with a dropdown menu.
- Related Providers:** A table with columns 'Name', 'Relationship', and 'Device'. The first row contains 'Test, CPOE RN, RN' and 'HIM Physician'. Below the table are two radio buttons, 'Device selected' (selected) and 'Device cross referenced'.
- Requester:** A text field.
- Comment:** A text area.
- Device:** A dropdown menu.
- Copies:** A numeric field with a value of '1'.
- Buttons:** 'Preview' and 'Send' buttons at the bottom.

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

Medical Record Request - WHMED, PT10 - 016

Event Status

Verified only

Verified and Pending

All results

From:

XXXX-XX-XX

f. Select the appropriate template.

Template

Community Care Facilities

Mental Health Facilities

Nursing Allied Health Report

Nursing Homes New and Return

Out of Province (OOP) Hospitals

Physician Documentation Report

Single Document Report

g. Select the appropriate Purpose

Purpose

Patient Request

Benefits

Court Order

Evidence/Deposition

Further Medical Care

Insurance

Investigation

Law Enforcement

Legal

Subpoenas

Comment

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.

Date Range

☒ Clinical Range ☐ Posting Range

From:

XXXX-XX-XX

To:

XXXX-XX-XX

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

A screenshot of a web-based form for submitting a medical record request. The form includes the following fields and controls:

- Proper authorization received?**: A checkbox that is checked. A red arrow points to it.
- Destination**: A text input field containing "QEII". A red box highlights this field.
- Requester**: A text input field.
- Comment**: A text area with a red arrow pointing to it from a green callout box.
- Device**: A dropdown menu.
- Copies**: A numeric input field set to "1".

A green callout box with the text "May add comments if necessary" has a red arrow pointing to the Comment field.

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

A screenshot of the same Medical Record Request form, showing the "Device" dropdown menu and the "Send" button. The "Device" dropdown is set to "wmurselb1". A red box highlights the "Send" button. A green callout box with the text "Click on 'Send'" has a red arrow pointing to the "Send" button. Another green callout box with the text "Select appropriate Printer" has a red arrow pointing to the "Device" dropdown menu.

- 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

