



Med Software LLC
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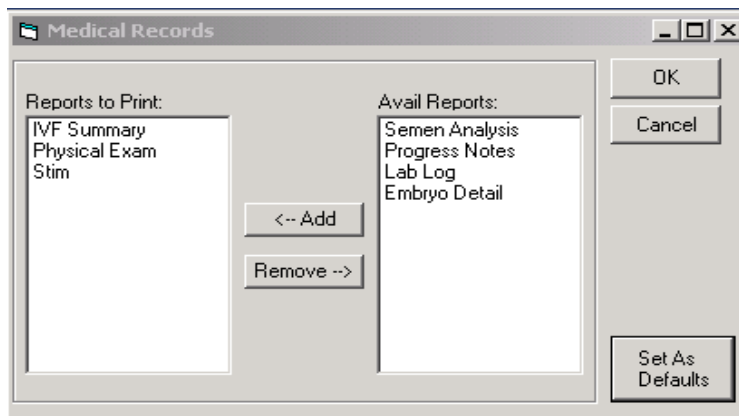
Medical Records

User Instruction



Patient's may request a copy of their medical records regarding treatment at your facility. A patient's medical records (progress notes, stim sheet(s), lab log, etc) can easily be printed from RESource:

- 1 – select the desired patient in the Patient Explorer
- 2 – go to the **Reports** option in the main menu and select Medical Records. The Medical Records window will appear. The right side of the window displays the available reports to choose from and the left displays the reports currently selected to print.



- 3 – select the reports/records you would like to print by clicking on the report under Avail Reports and then clicking the Add button – this will move the report from the available list to the Reports to Print list. If there is a report listed under Reports to Print that you do not wish to print, click on the report and then click the Remove button – this will move the report back to the Avail Reports list.

- 4 – click the **OK** button to print. A prompt will not appear – the reports will automatically print to your default printer.

If you find that you are printing the same reports most of the time, you may want to set those reports as defaults by using the Set As Defaults button. When you set a default, each time you choose Medical Records from the Reports menu, the reports in your default will automatically appear under the Reports to Print list.

To set defaults:

- 1 – bring up the Medical Records window as explained above. **Add** and/or **Remove** reports until all desired reports are listed in the Reports to Print list.

2 – click the **Set as Defaults** button