

Instructions for Printing Nursing Reports

Instructions for printing the **Medical Care Plan** report for a patient care unit:

- Sign on to CRIS
 - Through Citrix or
 - Through an SCD machine
- Select File, Print Reports or select the printer icon from the icon bar
- Change the report category to Nursing
- Select the Medical Care Plan by Unit report
- Select the Options button
- Select the appropriate patient care unit
- Other selections may be left unchanged
- Select the Distribution Tab (at the top of the form)
 - From an SCD machine on a unit the 'Primary Report Printer' at 'Workstation Location' selection may be left unchanged
 - From a Citrix machine it is necessary to select the Broadcast Print radio button and then select an appropriate printer for your area from the drop-down list.
 - This is typically the unit printer for your current location (e.g. 2W Unit Printer.)
- Select the Preview button
- When your report appears on the screen, verify that the information is correct.
 - Note in the gray shaded bar the total number of pages for these reports for all patients in your area. Assess if this is reasonable before selecting the printer icon (also in the gray shaded area.)
- After verification, select the printer icon to print the report

Instructions for printing the **Medication Due List** report for a patient care unit:

- Sign on to CRIS
 - Through Citrix or
 - Through an SCD machine
- Select File, Print Reports or select the printer icon from the icon bar
- Change the report category to Nursing
- Select Meds Due List - by Unit
- Select the Options Button
- Select the required nursing unit
- Enter date and time parameters
- No other selections need be changed
- Select the Distribution Tab (at the top of the form)
 - From an SCD machine on a unit the 'Primary Report Printer' at 'Workstation Location' selection may be left unchanged
 - From a Citrix machine it is necessary to select the Broadcast Print radio button and then select an appropriate printer for your area from the drop-down list.
 - This is typically the unit printer for your current location (e.g. 2W Unit Printer.)
- Select the Preview button
- When your report appears on the screen, verify that the information is correct.
 - Note in the gray shaded bar the total number of pages for these reports for all patients in your area. Assess if this is reasonable before selecting the printer icon (also in the gray shaded area.)
- After verification, select the printer icon to print the report

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Instructions for printing **Order by Department View, Current Patient List report** (includes all active orders sorted by Department):

- Sign on to CRIS
 - Through Citrix or
 - Through an SCD machine
- Select the Orders Tab
- Select File, Print Reports or select the printer icon from the icon bar
- The default report category is Orders
- Select Order by Department View, Current Patient List
- Select the Options button
- Select the Distribution Tab (at the top of the form)
 - From an SCD machine on a unit the 'Primary Report Printer' at 'Workstation Location' selection may be left unchanged
 - From a Citrix machine it is necessary to select the Broadcast Print radio button and then select an appropriate printer for your area from the drop-down list.
 - This is typically the unit printer for your current location (e.g. 2W Unit Printer.)
- Select the Preview button
- When your report appears on the screen, verify that the information is correct.
 - Note in the gray shaded bar the total number of pages for these reports for all patients in your area. Assess if this is reasonable before selecting the printer icon (also in the gray shaded area.)
- After verification, select the printer icon to print the report

Instructions for printing the **Nursing Unit Worklist** (List of Patients and their location):

- Sign on to CRIS
 - Through an SCD machine or
 - Through Citrix displaying the desired patient location list
- Select File, Print Reports or select the printer icon from the icon bar
- Select the report category of Nursing
- Select Nursing Unit Worksheet
- Select the Options button
- Select the Distribution Tab (at the top of the form)
 - From an SCD machine on a unit the 'Primary Report Printer' at 'Workstation Location' selection may be left unchanged
 - From a Citrix machine it is necessary to select the Broadcast Print radio button and then select an appropriate printer for your area from the drop-down list.
 - This is typically the unit printer for your current location (e.g. 2W Unit Printer.)
- Select the Preview button
- When your report appears on the screen, verify that the information is correct.
 - Note in the gray shaded bar the total number of pages for these reports for all patients in your area. Assess if this is reasonable before selecting the printer icon (also in the gray shaded area.)
- After verification, select the printer icon to print the report

Note: If you receive printing errors while using a Citrix machine, verify that the printer selection is appropriate. If you still receive errors, please try the above procedures from a different terminal.