



East Tennessee
Health Information Network

...working toward **CONNECTED HEALTHCARE**
to reduce costs & improve patient outcomes

etHIN Health Information Portal (eHIP) User Guide

Appendix A: Printing Multiple Documents

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eHIP User Guide

Appendix A – Printing Multiple Documents

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Contact etHIN's Help Desk for additional assistance.

Monday-Friday 8:00 a.m. – 5:00 p.m. Eastern

865-691-8433, ext. 1

HelpDesk@ethin.org

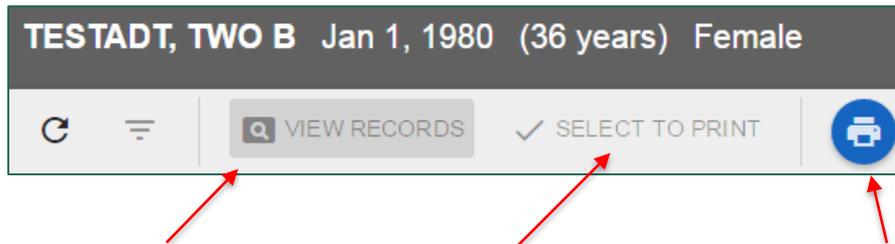
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Introduction to Multi-Printing

The eHIN Health Information Portal (eHIP) provides the ability to select multiple reports and documents, and then print all of the selected documents at the same time.

Your multiple document printing, or **Multi-Print**, tools are located below the patient name as shown below.

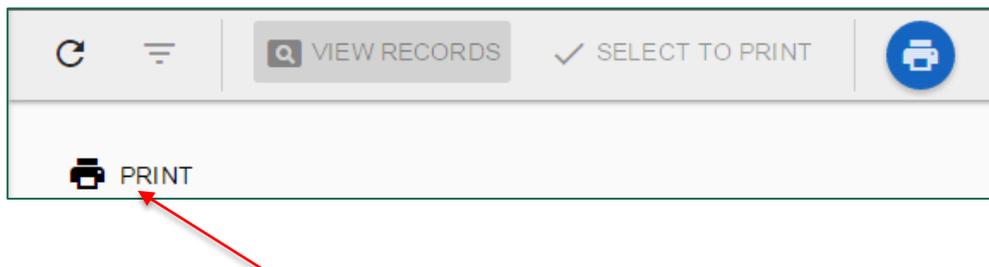


View Records – The View Records button allows you to view reports when it is selected.

Select to Print – The Select to Print button allows you to select reports to add to the print list.

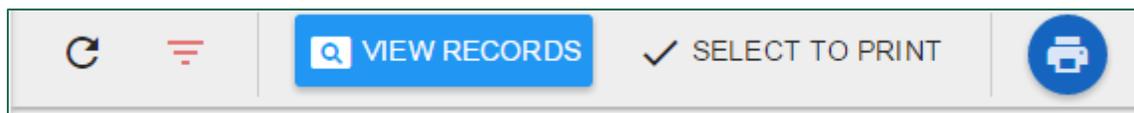
Multi-Print Icon – Click this icon to go to the screen to view and print your selected documents.

If the **View Records** and **Select To Print** buttons are grey as shown above and below, the multi-print function is not available for that page. One example of this would be the **Patient Information** page.



In that instance, you will see a **Print Icon** in the body of the page below the multi-print buttons. Simply click on that icon to print the page you are viewing.

Following is an example of how the View Records and Select To Print buttons are displayed when they are active, meaning that you can select multiple documents for printing from the page you are viewing.



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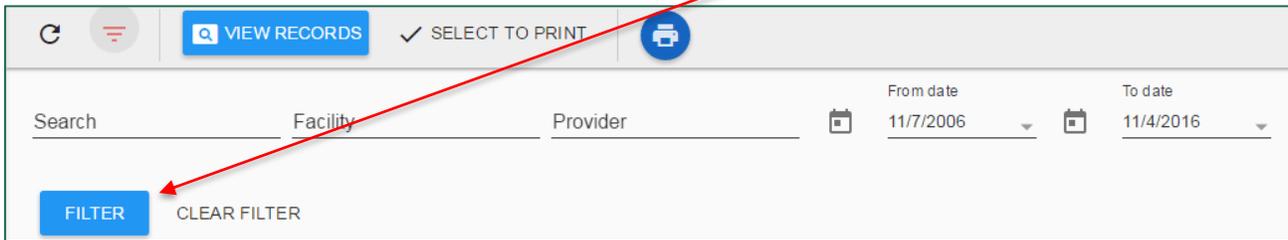
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There are two additional tools located on this toolbar.



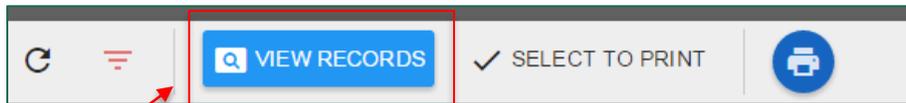
Refresh – The Refresh icon allows you to refresh your view at any time. This is important because new information is added to the HIE on a real-time basis.

Filter – The Filter icon opens a drop down window that contains multiple criteria that you can use to narrow your search for information. The Filter fields are shown below. Click **Filter** after you enter your search criteria.



Viewing Reports

On pages where reports are displayed, the View Records and Select to Print buttons will no longer be grayed out.



When the **View Records** button is **blue**, it means that report viewing is activated.

To view a report, click the **magnifying glass** icon beside the report you wish to open. In this example, Progress Notes has been selected for viewing. Refer to page 13 in the **eHIP Navigation Guide** for more information about viewing reports.

| | Status | Result | Ordered By | Clinical |
|--|--------|---------------------|------------|----------|
| | Prelim | Discharge Summar... | | 08/19/20 |
| | | Progress Notes | | 08/04/20 |

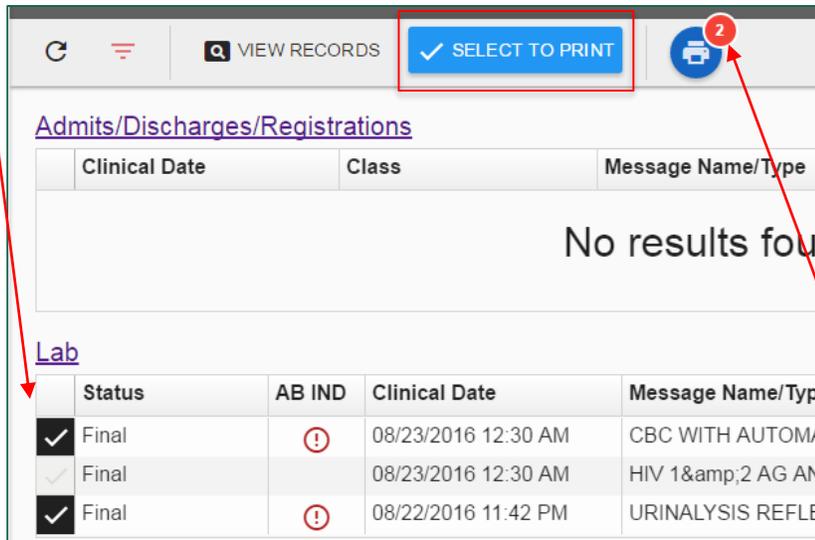
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Select a Report to Add to the Multi-Print List

When the **Select to Print** button is chosen, it will display in **blue** as shown below, and there will be a checkmark beside the report/result name rather than the magnifying glass mentioned above.

Click the **checkmark** beside the report(s) you want to select for printing, in this case, the CBC and Urinalysis.



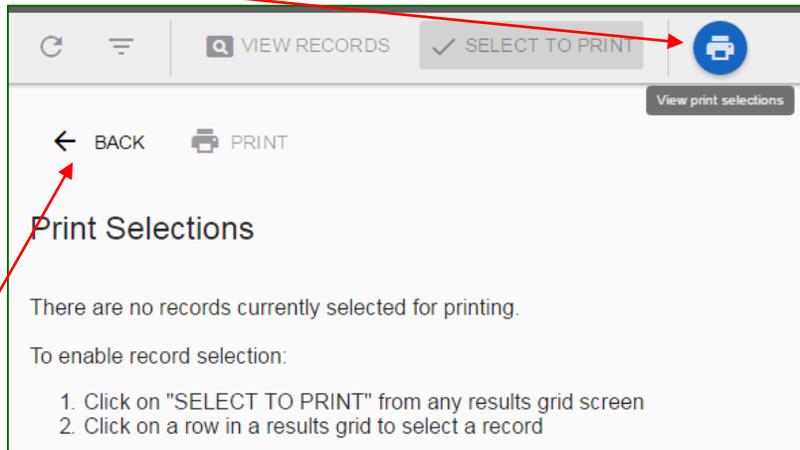
When you select a report for printing and it is added to the print list, you will see a number beside the **Multi Print icon**. In this example, the number 2 is displayed because two reports were selected for printing, indicated by the check marks in the Lab reports summary list.

IMPORTANT: The number beside the multi print icon will change as you add or remove reports to or from the print list, always showing you how many documents are waiting to be printed.

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If you click on the Multi Print icon when there are no documents selected for printing (e.g., when there is **not** a number shown beside the icon), you will see the following message:



Click the **Back** arrow to go back to the reports list, then click the **Select To Print** button and follow the instructions described above.

Viewing Your Print Selections

Click on the **Print Icon** to view the reports you selected for printing.

| | Status | Result | Ordered By | Clinical Date |
|---|--------|---------------------|------------|-----------------|
| ✓ | Prelim | Discharge Summar... | | 08/19/2016 12:5 |
| ✓ | | Progress Notes | | 08/04/2016 02:0 |
| ✓ | | Progress Notes | | 08/04/2016 02:0 |
| ✓ | | Progress Notes | | 08/04/2016 02:0 |

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You can view or delete individual selections from the Print Selections screen, or you can print all of the documents you selected.

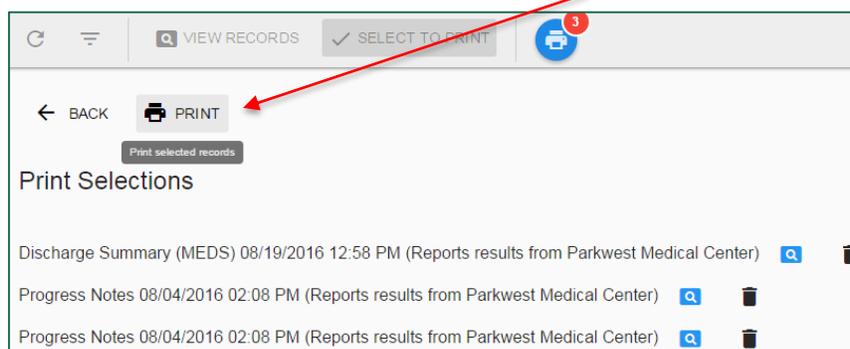


To view a report, click on the magnifying glass.

To delete a report from the print queue, click on the trash can. **NOTE:** Deleting a report from the Print Selections screen only removes it from your print list. It does not remove the report from etHIN's records.

Printing Your Selected Reports

To print the reports in your Print Selections list, simply click the **Print** button.



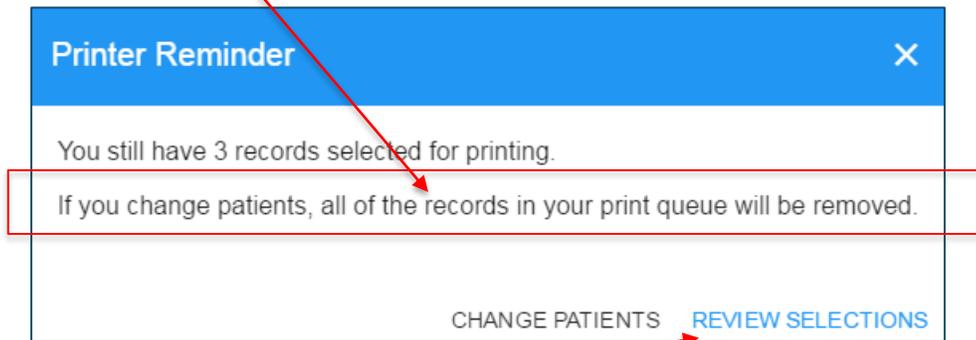
You will have the option to print single or double sided within your browser print function. Simply make your selections based on the printed result you want, just as you normally do when printing.

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Printing Reminder

If you select **Patient Lookup** in order to search for a different patient and still have documents in your print queue, you will see the following message letting you know that **if you change patients, all of the records in your print queue will be removed**:



Click on **Review Selections** to go back to the print queue to view the documents if you aren't sure whether or not you need to print them. From there, you can either print the documents or you can delete them from the print queue if you no longer need to print them. Or, just select Patient Lookup again, and then select **Change Patients** on the reminder screen shown above.

If you know that you do not need to print the pending documents, select **Change Patients** on the reminder screen, and you will be taken to the Patient Lookup screen to continue with your new patient search.

Questions?

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