

# From the Office of Health Informatics **Oracle Health (Cerner) Millennium Backend PDF Print**

May 6, 2025

## Backend PDF Print allows staff to generate PDF documents and reports from all Oracle Health (Cerner) Millennium applications such as FirstNet, PowerChart, Revenue Cycle, etc. that require an h-queue printer.

## **Cerner Backend PDF Print Preferences**

It is recommended that staff set a default Home Folder and the number of documents that can be viewed within their home folder to 50.

**STEP 1:** 

#### Navigate to Cerner Backend PDF Print here.

- The URL for Cerner Backend PDF Print can be found on the NLH Intranet homepage in Quick Links.
- Login using network username and password.
- **STEP 2:** Click Preferences tab in the upper-right corner.
- **STEP 3:** Click Table Parameters.
  - Set **Table Item Count** to preference from 1-99 documents.
  - Click OK.

### **Backend PDF Print Workflow**

- **STEP 1:** Select a document or report in Cerner to print.
- **STEP 2:** Select 1\_PDF-Print from the Select Print Options window.
  - Click OK.
- NOTE: The print option window may vary depending on the type of document/report that is selected. Below is another example of an h-queue print screen.

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Cerner		
Cerner Backend PDF Print	0	





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Printer destination:	
1_PDF-Print	✓
	Set as Default Cancel Print

**<u>STEP 3</u>**: Navigate to **Cerner Backend PDF Print**.

- <u>NOTE</u>: Staff with multiple Cerner accounts must use their network username and password to sign into Cerner Backend Print and select the folder labeled with the Cerner account used to print the document.
- **<u>STEP 4</u>**: Click the document name to open.
- **<u>STEP 5</u>**: Click the **ellipsis** button in the upper-right corner of the document window.
- <u>NOTE</u>: Depending on view, the Save disk may be face up and not under the ellipsis button.



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- **<u>STEP 6</u>**: Click **Save**.
- **<u>STEP 7</u>**: Select the appropriate folder to save patient health information.
  - Rename the file as needed.
  - Click Save.
- NOTE: It is important that all NLH employees follow the Protected Health Information (PHI) Safeguards policy to protect PHI and ePHI. For more information click <u>here</u> to review the policy.

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- **<u>STEP 8</u>**: Follow **XMediusFAX** or approved workflow to share patient health information.
- <u>NOTE</u>: Documents sent to Cerner Backend PDF Print will auto delete in 72 Hours. Cerner Backend PDF Print will time out after 5 minutes of inactivity.

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Health Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.