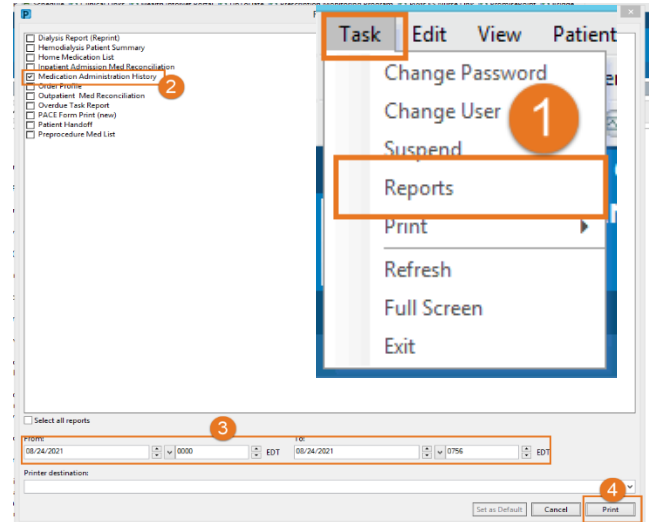During the discharge process, outpatient facilities may request documentation from the chart to be printed. The most common are Medication Administration history for the last 24 hours, COVID-19 results within the last three days, and the discharge summary.
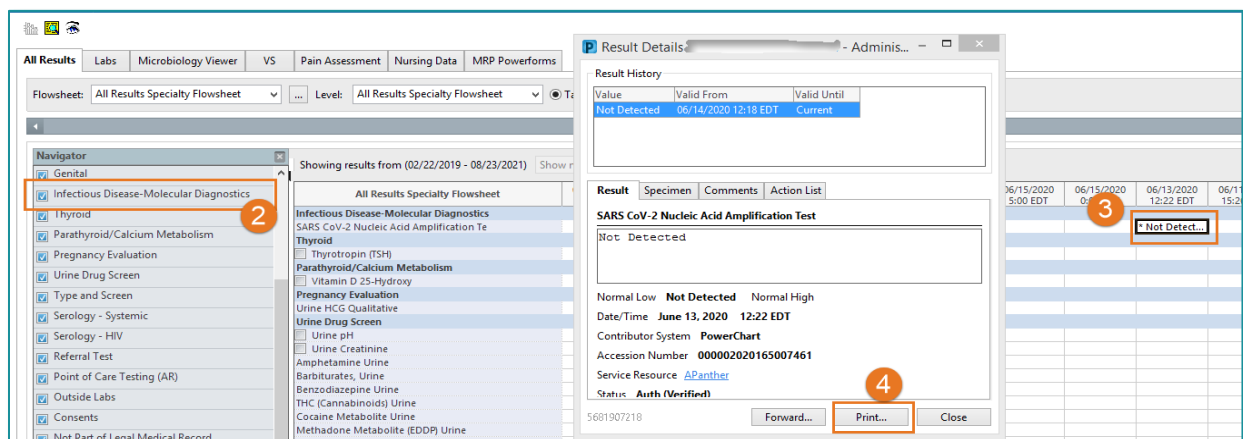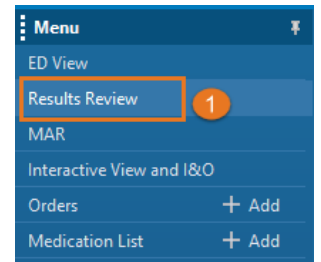
Printing Medication Administration History

STEP 1: In the upper left-hand corner of the patient's chart select **Task** and then **Reports**.

STEP 2: Select **Medication Administration History**.

STEP 3: Below you can alter dates and times if needed.

STEP 4: Select **Print** from the lower right-hand corner.

Printing Covid-19 Results

STEP 1: From the **Menu**, select **Results Review**.

STEP 2: In **Navigator,** select **Infectious Disease – Molecular Diagnostics**.

STEP 3: Find the result date you are looking for, right-click the **Not Detected** or **Detected** results, and view details.

STEP 4: Print for results.

Printing the Patient Discharge Instructions

NOTE: **If Discharge Instructions have not been completed, follow the process detailed here**
Discharge-Workflow-(Nursing)-(1).aspx (emhs.org)

If Discharge Instructions have been previously printed, follow these steps.

STEP 1: From the **Menu**, select **Documentation**.

STEP 2: Select **Patient Discharge Instructions** in the list tab.

STEP 3: Right-click the Discharge Form and **Print**.