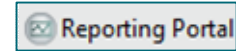


To print regimen orders for patients receiving treatment at an outside facility, follow the steps outlined in this flyer.

Printing Regimen Orders to Send to Outside Facility

STEP 1: Within PowerChart, click **Reporting Portal** on the toolbar.

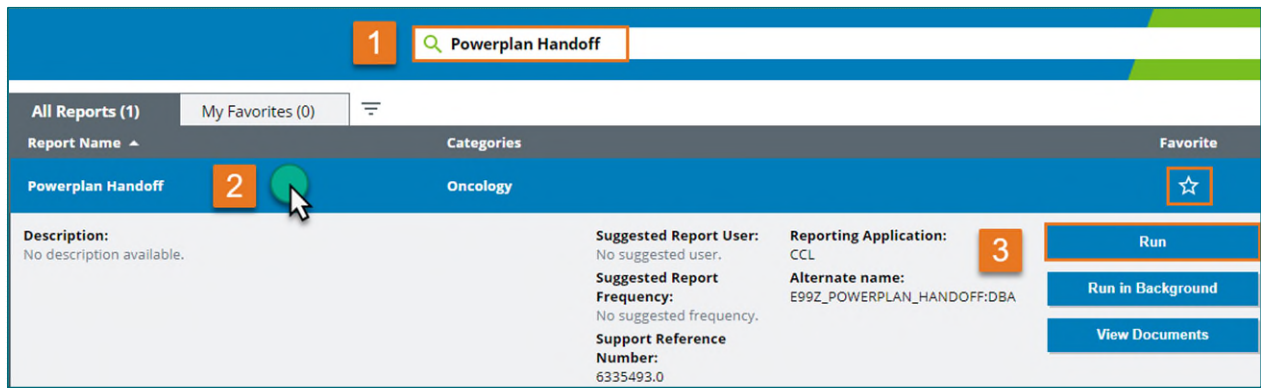


STEP 2: Login with your username and password.

STEP 3: In the search box, search for **PowerPlan Handoff**.

STEP 4: To run the report, click anywhere in the bar that contains the report name.

STEP 5: The bar will expand displaying options. Click **Run Report**.



NOTE: Click the star icon  to save the report as a favorite.


STEP 6: The prompt window displays. Complete the fields:

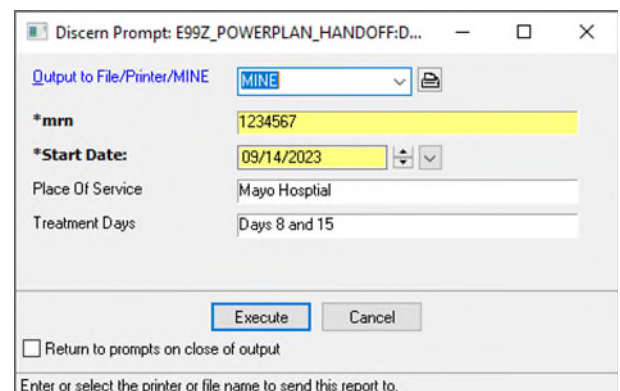
- **MRN:** Enter the patient's MRN.

NOTE: When entering the MRN, do NOT include any zeros at the beginning of the MRN. For example, if patient's MRN is 012345 – only enter 12345 in the MRN field.

- **Start Date:** Enter the Start Date for Day 1 of the Cycle.
- **Place of Service:** Type the place of service the patient will be receiving treatment.
- **Treatment Days:** Type in the days of treatment the patient will be receiving at the location (e.g., Days 8 and 15).

STEP 7: Click **Execute**.

STEP 8: Click the **Print** icon 



The screenshot shows the 'Discern Prompt: E99Z_POWERPLAN_HANDOFF:DBA' window. It has a title bar with standard window controls. The 'Output to File/Printer/MINE' dropdown is set to 'MINE'. The '*mrn' field contains '1234567'. The '*Start Date' field contains '09/14/2023'. The 'Place Of Service' field contains 'Mayo Hospital'. The 'Treatment Days' field contains 'Days 8 and 15'. There are 'Execute' and 'Cancel' buttons at the bottom. A checkbox for 'Return to prompts on close of output' is unchecked. At the very bottom, there is a text field: 'Enter or select the printer or file name to send this report to.'

STEP 9: Select the appropriate printer.

- To save the printed orders to your desktop:
 - In the **Print** window, select **Microsoft Print to PDF** from the dropdown list of printer options, then click **OK**.
 - The **Save Print Output As** window displays. It should default to your desktop. If not, click **Desktop** on the left side.

STEP 10: Send the printed orders using XMedius to the outside facility or via email.

