From the Office of Clinical Informatics
Mass. General Dermatology E-Consult
Printing an Image & Clinical Note to PDF
August 22, 2022

Northern Light Health℠

When uploading a Clinical Note to the Massachusetts's General Hospital portal for a Dermatology E-Consult, images must accompany the note. Tagged images within the note do not provide the level of detail needed by the reviewing Dermatologists. The workflow described will demonstrate how to create a high-quality image PDF file and clinical note PDF file.

Printing Cerner Images from Media Gallery to a PDF file

STEP 1: Navigate to **Ambulatory View** in the menu.

STEP 2: Go to the **Amb Nursing 2018** MPage

STEP 3: Locate and click **Media Gallery**.

If Media Gallery is not on the list of components

STEP 1: Click the hamburger icon to the right of the screen.

STEP 2: Click **Components**.

STEP 3: Click **Media Gallery** in the list of options. A checkmark will appear and the component will be added to the list.
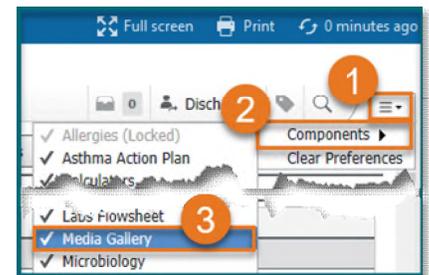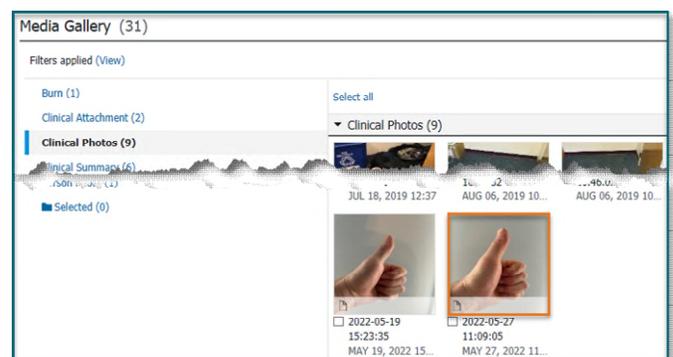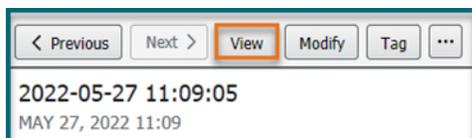
Media Gallery

STEP 1: Locate the image(s) that have been tagged in the clinical note to be uploaded to the Mass. General Hospital portal.

**NOTE**: **Create one PDF file per image to maximize image quality.**

STEP 2: Click the image to open a menu.

STEP 3: Click **View** above the image.

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Media Viewer Opens

STEP 1: Click the printer icon above the image(s).

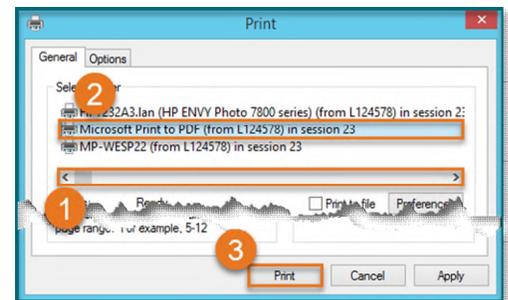**STEP 2**: Click **Viewport (Current Image) Shift+ P**.
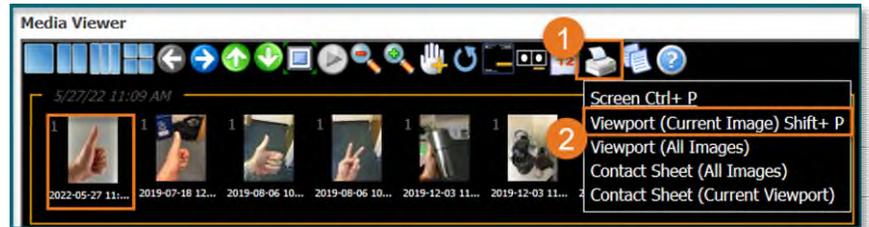
Print

STEP 1: Scroll to locate **Microsoft Print to PDF**.

STEP 2: Select that as the print option.
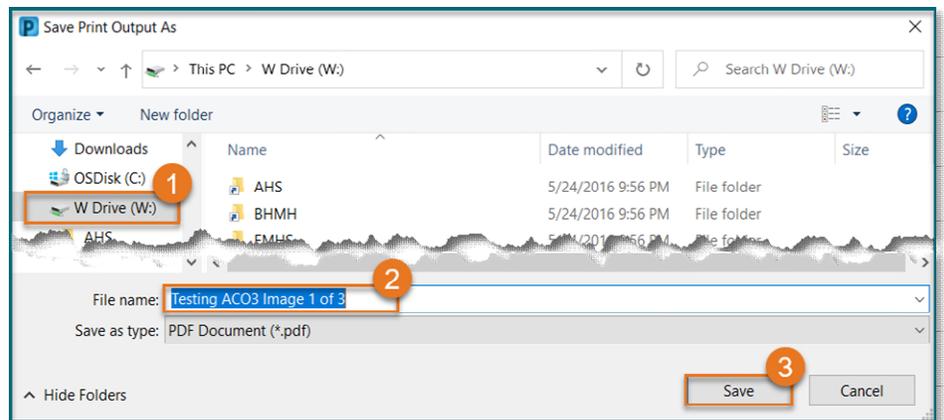
STEP 3: Click **Print**.

Save Print Output As

STEP 1: Locate the folder on the (W:) drive that has been approved to save clinical information.

STEP 2: Name the image and clinical note similarly so they are easily identified when uploading.

STEP 3: Click **Save**.

STEP 4: Repeat from **Media Viewer Opens** for each image that should be included.
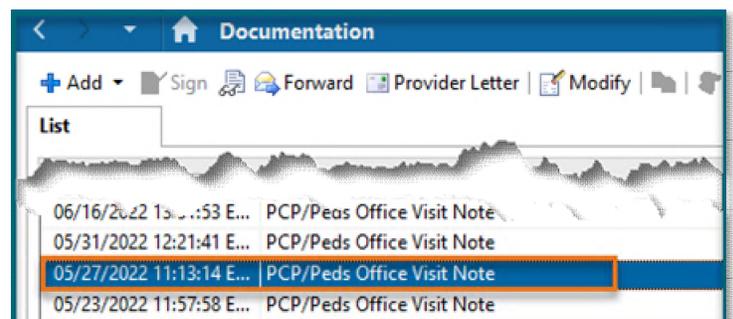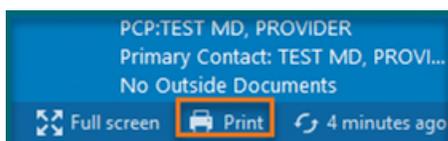
Printing to a PDF File

STEP 1: Locate the clinical note to be uploaded.

STEP 2: Click the **note** once to highlight it.
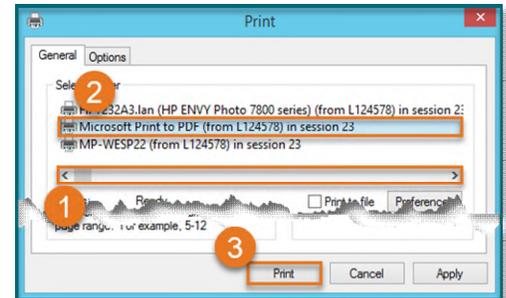
STEP 3: Click **Print**.

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Print:

STEP 1:   Scroll to locate **Microsoft Print to PDF.**

STEP 2:   Select that as the print option.

STEP 3:   Click **Print**.

Save Print Output As

STEP 1:   Locate the folder on the (W:) drive that has been approved to save clinical information.

STEP 2:   Name the image and clinical note similarly so they are easily identified when uploading.

STEP 3:   Click **Save**.