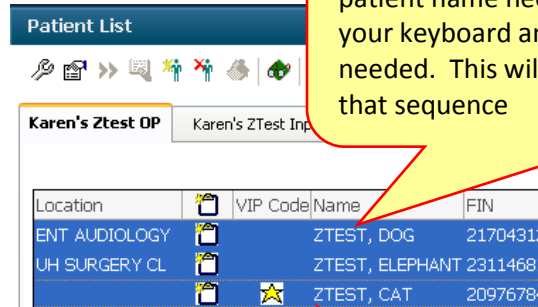# Batch or Individually Print the Medication List

Batch Printing Medication Lists

Click **Patient List** on your toolbar

To highlight a **sequence** of patients, click the first patient name needed. Then hold the **Shift** key on your keyboard and click the last patient record needed. This will highlight all the patient records in that sequence

Patient List

Karen's Ztest OP | Karen's ZTest Inp
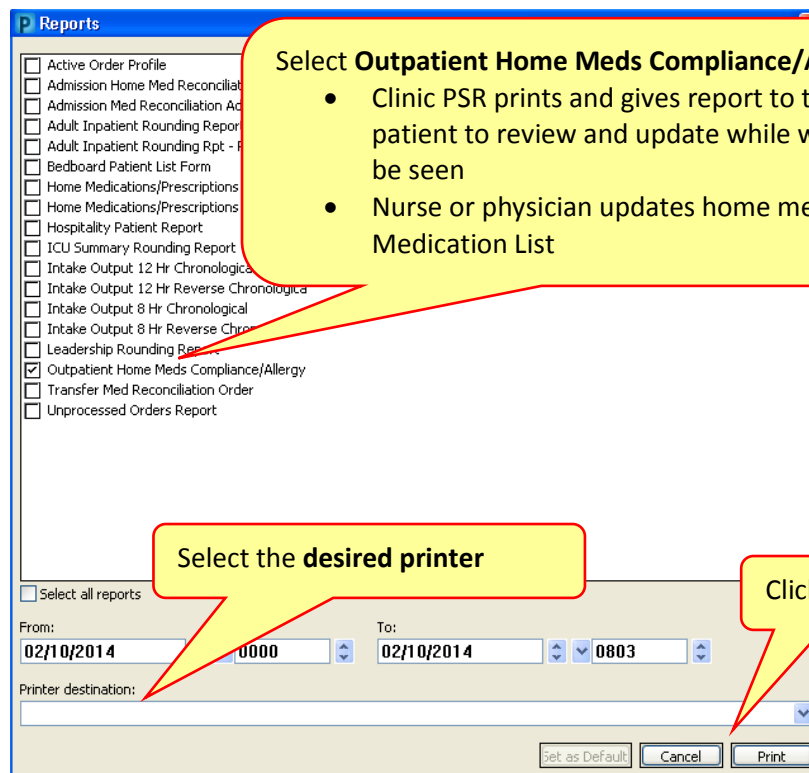
Location		VIP Code	Name	FIN
ENT AUDIOLOGY			ZTEST, DOG	21704312
UH SURGERY CL			ZTEST, ELEPHANT	23114681
		★	ZTEST, CAT	20976784
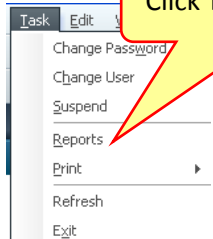
To highlight **selected** patients, click the first patient name needed. Then hold the **Ctrl** key on your keyboard and select the desired patients. This will highlight only the patients you selected

Click **Task/Reports**

Task Edit
Change Password
Change User
Suspend
Reports
Print ▶
Refresh
Exit

Reports

☐ Active Order Profile
☐ Admission Home Med Reconciliat
☐ Admission Med Reconciliation Ac
☐ Adult Inpatient Rounding Repor
☐ Adult Inpatient Rounding Rpt - I
☐ Bedboard Patient List Form
☐ Home Medications/Prescriptions
☐ Home Medications/Prescriptions
☐ Hospitality Patient Report
☐ ICU Summary Rounding Report
☐ Intake Output 12 Hr Chronologica
☐ Intake Output 12 Hr Reverse Chronologica
☐ Intake Output 8 Hr Chronological
☐ Intake Output 8 Hr Reverse Chro
☐ Leadership Rounding Repo
☑ Outpatient Home Meds Compliance/Allergy
☐ Transfer Med Reconciliation Order
☐ Unprocessed Orders Report

Select **Outpatient Home Meds Compliance/Allergy**
- Clinic PSR prints and gives report to the patient to review and update while waiting to be seen
- Nurse or physician updates home meds on Medication List

☐ Select all reports

From:
02/10/2014   0000
Printer destination:

To:
02/10/2014   0803

Select the **desired printer**

Click **Print**

Set as Default | Cancel | Print

NOTE: Batch reports are unable to be printed in alphabetical order even if you sort the list.

Printing Individual Medication Reports

Select the **desired patient name** from the Patient List and follow the directions above

Automated Medication List Reports

These reports can be automated to print when the patient is arrived in IDX in the clinic. If your clinic would like this feature they need to submit a ticket to the Help Desk with the following information:

- Clinic Name
- Printer where medication list should print when patient is arrived in IDX