



# Print Completed SF600 AHLTA-Theater

## Print from Outpatient Tracking Module

A completed patient encounter can be printed directly from the Outpatient Tracking module. Encounters can only be printed one at a time, AHLTA-Theater does not support the function of printing encounters for multiple patients in one action. Verify policy and regulations as required prior to printing and distributing patient care records.

1. Log into AHLTA-Theater
2. Filter the Outpatient Tracking module view to list the patient encounters required to print
  - a. Click **Change Selections**.
  - b. Clinics: Select **All My Clinics**, or select the desired clinic(s)
  - c. Providers: Select **All for this Clinic(s)**, Me or select the desired provider(s)
  - d. Dates: Select **'Today plus Incomplete'** radio button or select the specific date or date range required
  - e. Status Selection: If necessary, select the appropriate encounter status
  - f. Click **Ok**
3. The Outpatient Tracking workspace will display all encounters meeting the specified criteria
4. To select the patient encounter to print, **click one time** on the completed patient encounter to highlight. The patient will populate the patient ID bar.
5. Select the **File** tab in the menu bar
6. Select **Print**
7. Select **SF600**
8. The 'Print' window will open

*When printing patient encounters, ensure that the correct printer is listed in the print window **BEFORE** clicking **OK** and printing the encounter(s). If the incorrect printer is selected, click **Cancel** and ensure the correct printer is set as the Windows default printer or select the correct printer by navigating to **File > Printer Setup** and selecting the correct printer from the dropdown menu.*

9. Complete the **Print Range** and **Copies** fields as necessary
10. Click **Ok**
11. To print to PDF, ensure 'Adobe PDF' is listed as the printer, then click **OK**
12. The 'Printing' window will open and the local system will prompt to save the file as a .pdf file type

## Print from Documents Module

To print multiple completed patient encounters for a single patient, search the patient required and navigate to the patient's Documents module. Encounters can only be printed one at a time, AHLTA-Theater does not support the function of printing multiple encounters in one action. Verify policy and regulations as required prior to printing and distributing patient care records.

1. Log into AHLTA-Theater
2. Search for the required patient
  - a. Click **Search**
  - b. Enter patient search criteria or scan patient CAC
  - c. **Double click** correct patient to select
  - d. Ensure correct patient is populated in the Patient ID bar
3. Click **Documents** module in the folder list or select from the **Go** menu
4. The selected patient's encounters will populate the Documents module workspace
5. **Click one time** to select the patient encounter to print

*Use **Ctrl** or **Shift** keys to select multiple patient encounters to print. AHLTA-Theater will open a Print window for each encounter selected. Each Print window will need to be individually addressed for the encounters to print.*

6. Click **Print** in the Action bar
  - a. Alternatively, click **File > Print > SF600**
7. The 'Print' window will open

*When printing patient encounters, ensure that the correct printer is listed in the print window **BEFORE** clicking **OK** and printing the encounter(s). If the incorrect printer is selected, click **Cancel** and ensure the correct printer is set as the Windows default printer or select the correct printer by navigating to **File > Printer Setup** and selecting the correct printer from the dropdown menu.*

8. Complete the **Print Range** and **Copies** fields as necessary
9. Click **Ok**
10. To print to PDF, ensure 'Adobe PDF' is listed as the printer, then click **OK**
11. The 'Printing' window will open and the local system will prompt to save the file as a .pdf file type