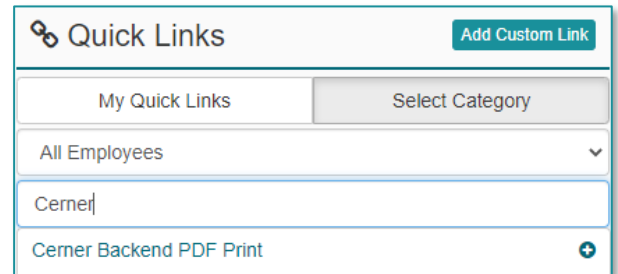


Backend PDF Print allows staff to generate PDF documents and reports from all Cerner Millennium applications such as FirstNet, PowerChart, Revenue Cycle, etc. that require an h-queue printer.

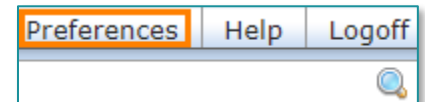
Cerner Backend PDF Print Preferences

It is recommended that staff set a default Home Folder and the number of documents that can be viewed within their home folder to 50.

- STEP 1:** Navigate to Cerner Backend PDF Print [here](#).
- The URL for Cerner Backend PDF Print can be found on the NLH Intranet homepage in Quick Links.
 - Login using your network username and password.

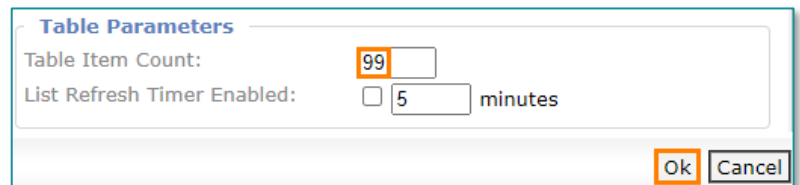


- STEP 2:** Click the Preferences tab in the upper-right corner.



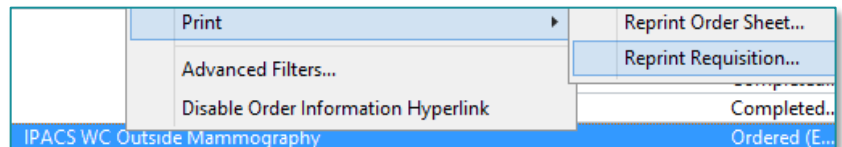
- STEP 3:** Click Table Parameters.

- Set Table Item Count to your preference from 1-99 documents.
- Click OK.

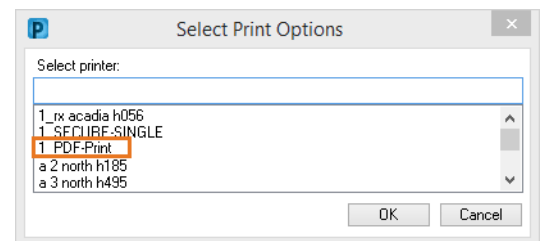


Backend PDF Print Workflow

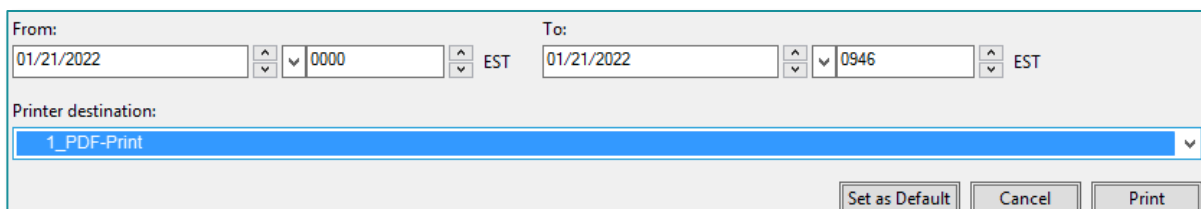
- STEP 1:** Select a document or report in Cerner to print.



- STEP 2:** Select 1_PDF-Print from the Select Print Options window.
- Click OK.



NOTE: The print option window may vary depending on the type of document/report that is selected. Below is another example of an h-queue print screen.



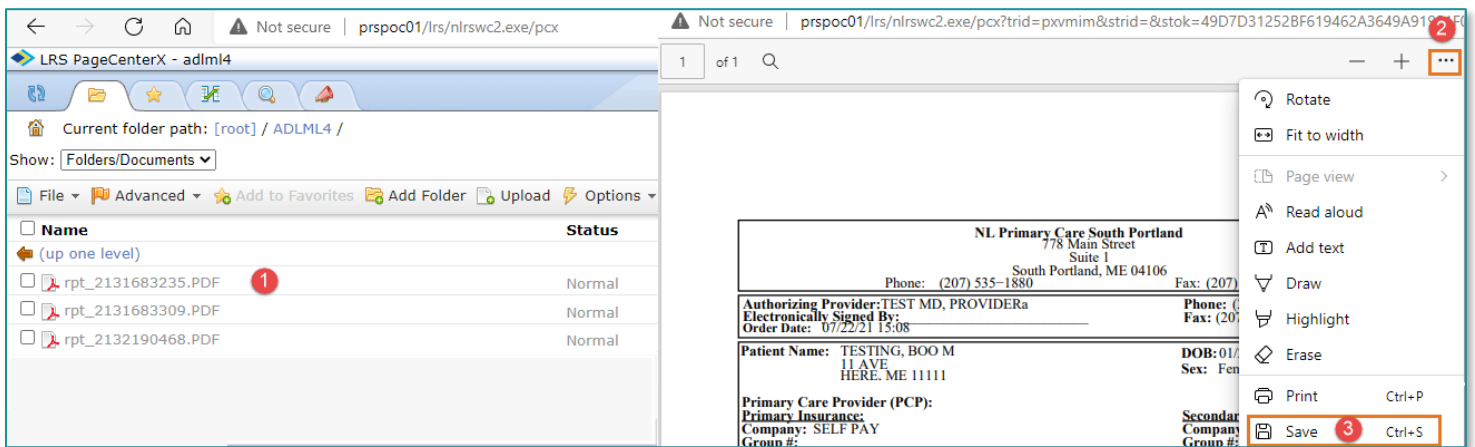
STEP 3: Navigate to Cerner Backend PDF Print.

NOTE: Staff with multiple Cerner accounts must use their network username and password to sign into Cerner Backend Print and select the folder labeled with the Cerner account used to print the document.

STEP 4: Click the document name to open.

STEP 5: Click the ellipsis button in the upper-right corner of the document window.

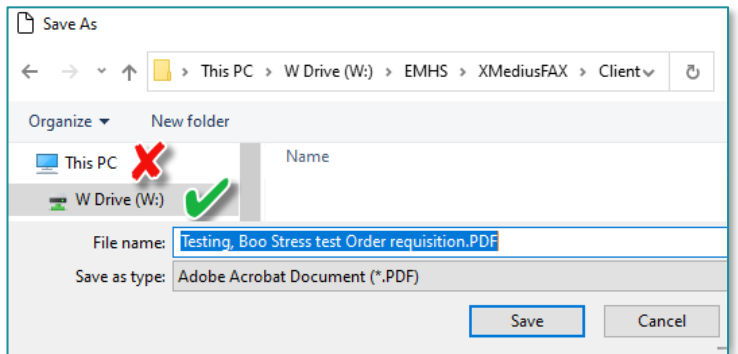
STEP 6: Click Save.



STEP 7: Select the appropriate folder to save patient health information.

- Rename the file as needed.
- Click Save.

NOTE: It is important that all NLH employees follow the Protected Health Information (PHI) Safeguards policy to protect PHI and ePHI. For more information click [here](#) to review the policy.



STEP 8: Follow XMediusFAX or approved workflow to share patient health information.

NOTE: Documents sent to Cerner Backend PDF Print will auto delete in 72 Hours. Cerner Backend PDF Print will time out after 5 minutes of inactivity.