

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

August 22, 2022

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

- **<u>STEP 1</u>**: Navigate to **Ambulatory View** in the menu.
- **<u>STEP 2</u>**: Go to the **Amb Nursing 2018** MPage
- **<u>STEP 3</u>**: Locate and click **Media Gallery**.

If Media Gallery is not on the list of components

- **<u>STEP 1</u>**: Click the hamburger icon to the right of the screen.
- **<u>STEP 2</u>**: Click **Components**.
- **<u>STEP 3</u>**: Click **Media Gallery** in the list of options. A checkmark will appear and the component will be added to the list.

Media Gallery

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

<u>NOTE</u>: Create one PDF file per image to maximize image quality.

- **<u>STEP 2</u>**: Click the image to open a menu.
- **<u>STEP 3</u>**: Click **View** above the image.









From the Office of Clinical Informatics Mass. General Dermatology E-Consult – Printing an Image & Clinical Note to PDF August 22, 2022 Page 2 of 3

Media Viewer Opens

- **<u>STEP 1</u>**: Click the printer icon above the image(s).
- STEP 2: Click Viewport (Current Image) Shift+ P.



<u>Print</u>

- **<u>STEP 1</u>**: Scroll to locate **Microsoft Print to PDF**.
- **<u>STEP 2</u>**: Select that as the print option.
- **<u>STEP 3</u>**: Click **Print**.



Save Print Output As

- **<u>STEP 1</u>**: Locate the folder on the (W:) drive that has been approved to save clinical information.
- <u>STEP 2</u>: Name the image and clinical note similarly so they are easily identified when uploading.
- STEP 3: Click Save.



<u>STEP 4</u>: Repeat from **Media Viewer Opens** for each image that should be included.

Printing to a PDF File

- **<u>STEP 1</u>**: Locate the clinical note to be uploaded.
- **<u>STEP 2</u>**: Click the **note** once to highlight it.
- STEP 3: Click Print.





From the Office of Clinical Informatics Mass. General Dermatology E-Consult – Printing an Image & Clinical Note to PDF August 22, 2022 Page 3 of 3

Print:

- **<u>STEP 1</u>**: Scroll to locate **Microsoft Print to PDF**.
- **<u>STEP 2</u>**: Select that as the print option.
- STEP 3: Click Print.

Save Print Output As

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



- **<u>STEP 2</u>**: Name the image and clinical note similarly so they are easily identified when uploading.
- **<u>STEP 3</u>**: Click Save.

Save Print Output As		
- → ✓ ↑ < This PC > W Drive (W:)	v Ö ,O Sear	rch W Drive (W:)
Organize 🔻 New folder		
OneDrive - Northe Name	Date modified Type	Size
OneDrive - Person	5/24/2016 9:57 PM File fold	er
Shafed Loss	JizH, Zuii6 9:57 . M File folde	21
✓ <		
File name: Testing ACO3 Clinical Note Dermatology Save as type: PDF Document (*.pdf)		
Hide Folders	Save	Cancel

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.

