Instruction for Printing Meditech Rounds Reports
(Select the Caps Lock key before you start.)

PRINTING YOUR ROUNDS REPORT

1. Sign onto Meditech.

2. When the "Application Database" screen displays, Select 1 and press Enter.

3. To print Your Rounds Report, select 2.

4. When the "Print on:" prompt displays, you have options:
   a. Press the space bar and Enter key to recall the last print location printed too. This location will normally be a printer near you. Press Enter to print your rounds report.
   b. Manually type the name found on the printer you would like to use.
   c. If outside the hospital, type LOCAL and press Enter to send it to your local printer.

PRINTING YOUR GROUP ROUNDS REPORT

1. Sign onto Meditech.

2. When the "Application Database" screen displays, Select 1 and press Enter.

3. To print Your Group Rounds Report, select 3. (Note: If you do not know the mnemonic of a particular Group, use 7. To display an alphabetic list of group mnemonics).

4. You may select to have the report double spaced.

5. When the "Print on:" prompt displays, you have options:
   a. Press the space bar and Enter key to recall the last print location printed too. This location will normally be a printer near you. Press Enter to print your rounds report.
   b. Manually type the name found on the printer you would like to use.
   c. If outside the hospital, type LOCAL and press Enter to send it to your local printer.

PRINTING ANY ROUNDS REPORT

1. **Sign onto Meditech.**

2. **When the "Application Database" screen displays, Select 1 and press Enter.**

3. **To print Your Group Rounds Report, select 4.**

4. **When the "For Physician" prompt displays, type in capital letters no more than the first four letters of the physicians last name (ie. For Smith it would be SMIT) and press F9 for a lookup screen.**

5. **Select the line number of the physician you want and press Enter.**

6. **When the "Print on:" prompt displays, you have options:**
   a. Press the space bar and Enter key to recall the last print location printed too. This location will normally be a printer near you. Press Enter to print your rounds report.
   b. Manually type the name found on the printer you would like to use.
   c. If outside the hospital, type LOCAL and press Enter to send it to your local printer.

PRINTING ANY GROUP ROUNDS REPORT

1. **Sign onto Meditech.**

2. **When the "Application Database" screen displays, Select 1 and press Enter.**

3. **To print Your Group Rounds Report, select 5. (Note: If you do not know the mnemonic of a particular Group, use 7. To display an alphabetic list of group mnemonics).**

4. **You must know the mnemonic of the group you want to print. Type the group mnemonic and press Enter. Note: If you do not know a group mnemonic, you may look it up by**

5. **You may select to have the report print double spaced.**

6. **When the "Print on:" prompt displays, you have options:**
   a. Press the space bar and Enter key to recall the last print location printed too. This location will normally be a printer near you. Press Enter to print your rounds report.
   b. Manually type the name found on the printer you would like to use.
   c. If outside the hospital, type LOCAL and press Enter to send it to your local printer.

NOTES:

1. **If you need assistance call the User Help Desk at 962-7800 or Dan Closson at 962-7473.**