Print Frontsheet and Labels

1. Select the patient on the tracking grid

🞾 Symphony Desktop 3.1.1.2 (2.UHSussex Test)									
,	File Help								
Butcher, Rupert, A1004234, Male, DoB: 16/12/1982, Age: Image: Details SRE-21-000061-2, Minors, Painful wrist/hand, 08/11/2021, 09:29, Dr. Stevent						38 Yea	ars e		
	Next action X	SRH St Richard's ED		•	Locatio	ons 🔻	🙀 e-AU	DIT 🔀	ζ T <u>o</u>
		Search (Alt+Q)	👫 Filter 🔻 🕅	So <u>r</u> t ▼	2	0	Age	NEWS	PEV
	*	Butcher, Rupert		Ø	🛛 🖏	1d 3h	38y		
	🏉 View System Au	Barrett, Donna		Ø		1d 2h	46y		
	📙 Injury Surveilland								

2. Click on the Tools button



3. Select Print...



The Print Jobs dialogue box appears.

From the **St Richard's ED** folder, you can select print jobs such as **ED Summary**, **Frontsheet**, **Label Sheet** & **GP Letter**.

Please note: these are just an example for training purposes and names may change in the live system.

🐓 Print Jobs		×
Choose the Print Job you wish to print out for the active patient.	Print Choose the Print Job you wish to print out for the active patient.	
	Print	
	Print Folder/Job Name	
	合 Print Jobs - System	
	III MIDAs Clinics	
	summary	
	Print John - St Birbard's ED	
	ED Summary	
	Frontsheet	
	Label Sheet	
	Test GP Letter	
	Wristband	

- 4. Select a print job e.g. Frontsheet, Label Sheet etc.
- 5. Click on the **Print** button



The document opens in Print Preview

St Richard's ED Episode Patient: Rupert Rupert Number: A100		University Hospitals Sussex		
		ED Episode		
Arrival Date: Arrival Mode: Incident Location:	16 Nov 2021 Patient arranged (Arrival Time: own transport / walk-in	08:13	
Referral Source: Visit Number: Accompanied By:				

Please note: this document is just an example for training purposes

Pain in shoulder / arm / elbow / wrist / hand

6. To view other pages in the document, click on the > button (this will take you to the next page)



7. Click on the < button to go back to the first page



8. To print this document, you would click on the Print button



Chief Complaint:

9. To close this document, click on the X button



10. To close the print jobs screen, click on Close

