

**PRINTING OF MULTI – ACCESS RECORDS
FOR CHART DOCUMENTATION**

Policy:

To provide guidelines to ensure that therapist are knowledgeable of printing Multi – Access records for the radiation therapy chart documentation. The therapists are also instructed on the necessary documents which need to be printed and given the timelines for printing of reports.

Procedure:

To Print the First Treatment

1. Open Patient chart by highlighting name on the schedule. (Left click)
2. Right click on name and choose open patient chart only.
3. Click on treatment machine icon.
4. Right click and choose reports then treatment history.
5. Put the date of the first treatment in both boxes that come up (from and to), and make sure there is a check mark next to show note as well as details.
6. Choose ok.
7. Print to printer.

To Print the Film Approval Page

1. Highlight patient on the schedule (left click) and open chart with a right click, go to open patient chart only.
2. Open the paint program (Start menu-all programs-accessories-paint)
3. In multi-access, go to e-chart, then images.
4. Hit the print screen button on the keyboard.
5. Open Paint; go to the edit, then Paste.

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6. Go to File and Page setup-make it Landscape, and under scaling, click on: fit to 1x1. Click OK.
7. Go back to file and click Print._

To Print Port Films

1. Use the IVIEW station.
2. Highlight the patient name, treatment, field and image.
3. Two films can be printed on one page by:
 - a. Highlighting image
 - b. Reduce it to 75%
 - c. Make the left side of the screen active by left clicking where it says No reference available. (top left side of screen)
 - d. Highlight the next image in the list and reduce it to 75%.
 - e. Click on the printer icon, select both images, select fit, then ok. Another screen will come up; select print.

Printing Instructions for Last Day of Treatment and Closure of Chart

1. Print all port films (IVIEW)
2. Print port film approval page (multi-access)
3. Print treatment history (without notes and details)
4. Print dose site summary.
5. Staple port films and approval page together and put in back of physics section.
6. Put the history and summary in front of physics section.
7. Treatment Chart documentation Form (under the red tab of the patient's chart, initial whether or not Treatment Parameter verified, Calculation sheet completed & checked, Treatment breaks, and Planned dose achieved.
8. On 2nd page of the patient's chart, initial under "Therapist IMPAC Chart printed" and write in date.
9. Time out forms should be placed in chart behind prescription form and patient's photo.

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