

Creating a PDF of a Patients Lab Results from the Patient Portal

Pull up the patients chart

Patient History Tab

Create a "New" encounter

Right Click: **Encounter Description/Remark**. Type **MRPP** (Medical Records Patient Portal)

Click **OK**

At the bottom right of the screen where it says "Custom" click on **Documents icon** to generate the document.

Scroll down to **Lab Results** highlight and click on **Generate** tab.

If there are other testing results you can highlight the portions and delete from page.

Add Patients DOB between Patient Name and Practice.

Add a few "**Enter**" strokes at the top of the page so information will be centered and easier to read.

At top of chart click on **Save**

When done go back to Patient History and **Lock Encounter**.

Sending the PDF to the Patient Portal (If Portal Account exists)

At top of chart go to **File**

Scroll down to **Patient Portal**. A new window will appear and click on **Send Message**.

Subject Line: **Covid Results/Return to Work Release**

At **Standard Responses** scroll to the bottom and choose **Thank you**.

Copy the thank you response that you see and **Paste** to the space directly to the right of it. Disregard the History portion.

Go to and click on the **Properties Tab** at the top.

Select **High Priority**

At the bottom click on box reading **I do not want patients to reply to this message**.

Go to and click on **Attachments**

Click on **Page icon** (first icon) and click on **Documents**

Click + on date the PDF (encounter created)

Click on box that is next to **Lab Results**

Click **OK**

Last step is **Send & Chart**

This will go directly into the individuals Patient Portal Inbox