

Collating Information and Printing

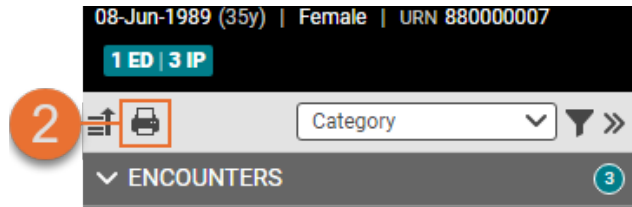
CareSync Exchange has the functionality for you to select data to be included in a printable PDF.

- [Step 1 Select data for printing](#)
- [Step 2 Review and print report](#)
- [Understanding Other printable areas](#)

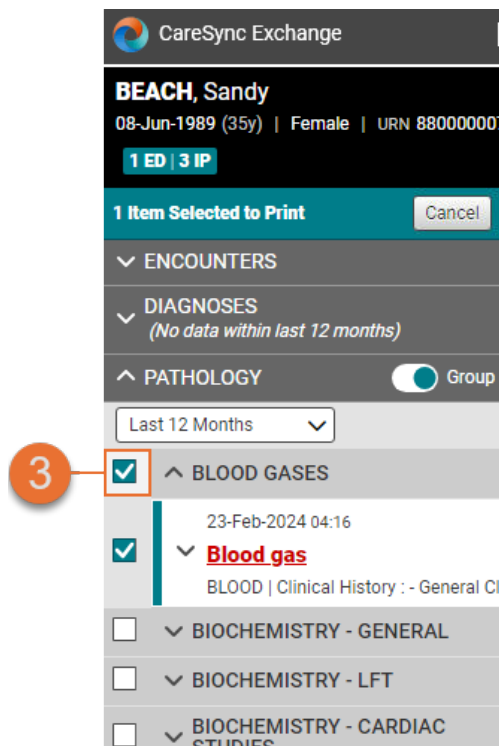
NOTE: Printing information is **not recommended** as any hard copy(s) increases the **risk of patient information breach**.

Step 1 | Select data for printing

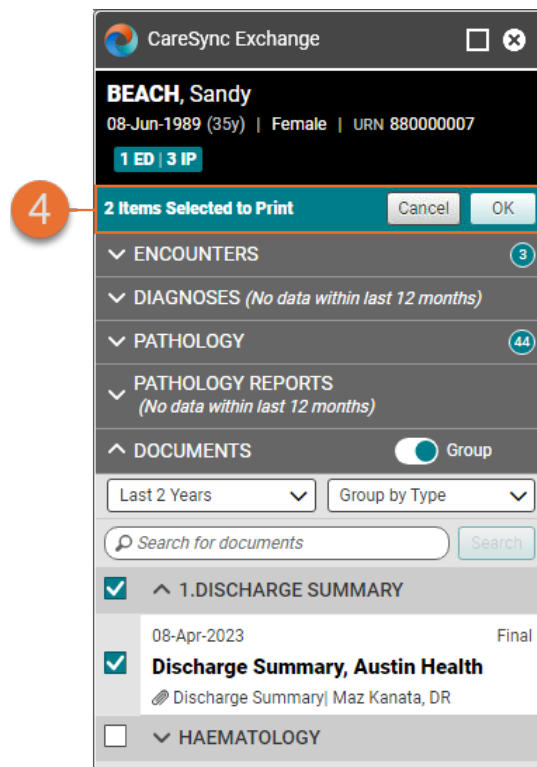
- 1 Open a patient in CareSync Exchange.
- 2 Click on the **Print** button.



- 3 Expand the required categories and click into the checkbox against any item you need to include in your customised report.

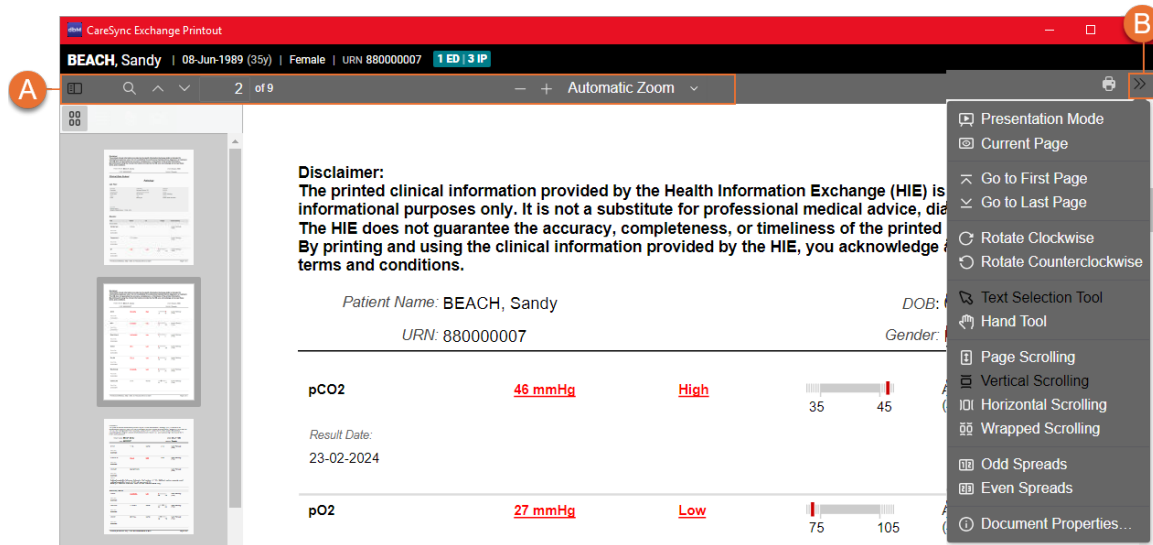


- 4 The Print bar will maintain a count of the number of items you have selected to Print. Once you have finalised your selection, click the **OK** button in the Print bar. The Printout window will open.

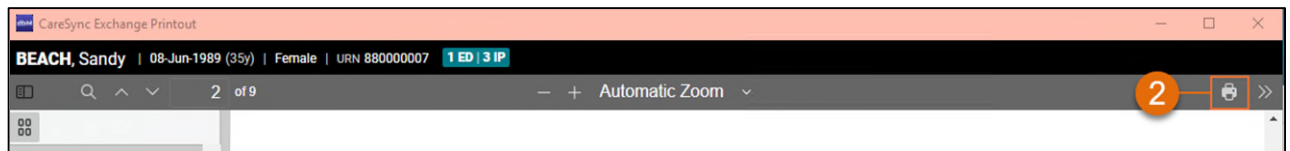


Step 2 | Review and print report

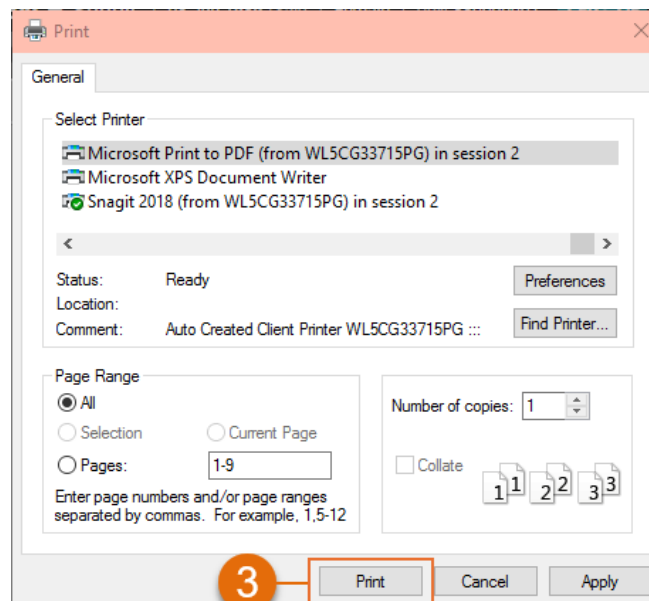
- 1 With the CareSync Exchange Printout window open. Use the functionalities on the toolbar to review the report.



- 2 Click on the Print button.

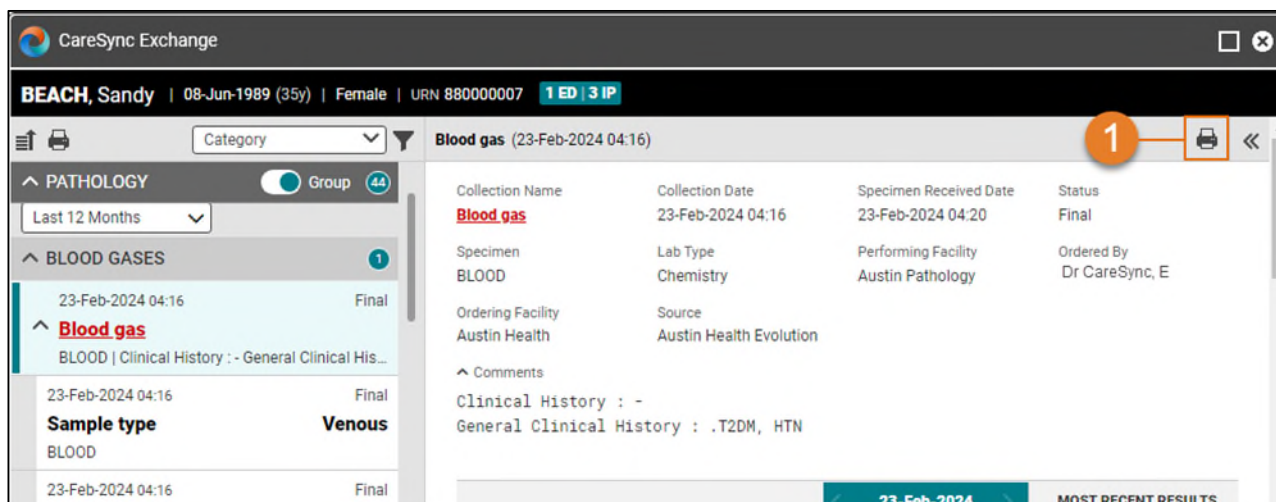


- 3 Select your print and other print considerations, then click the Print button.



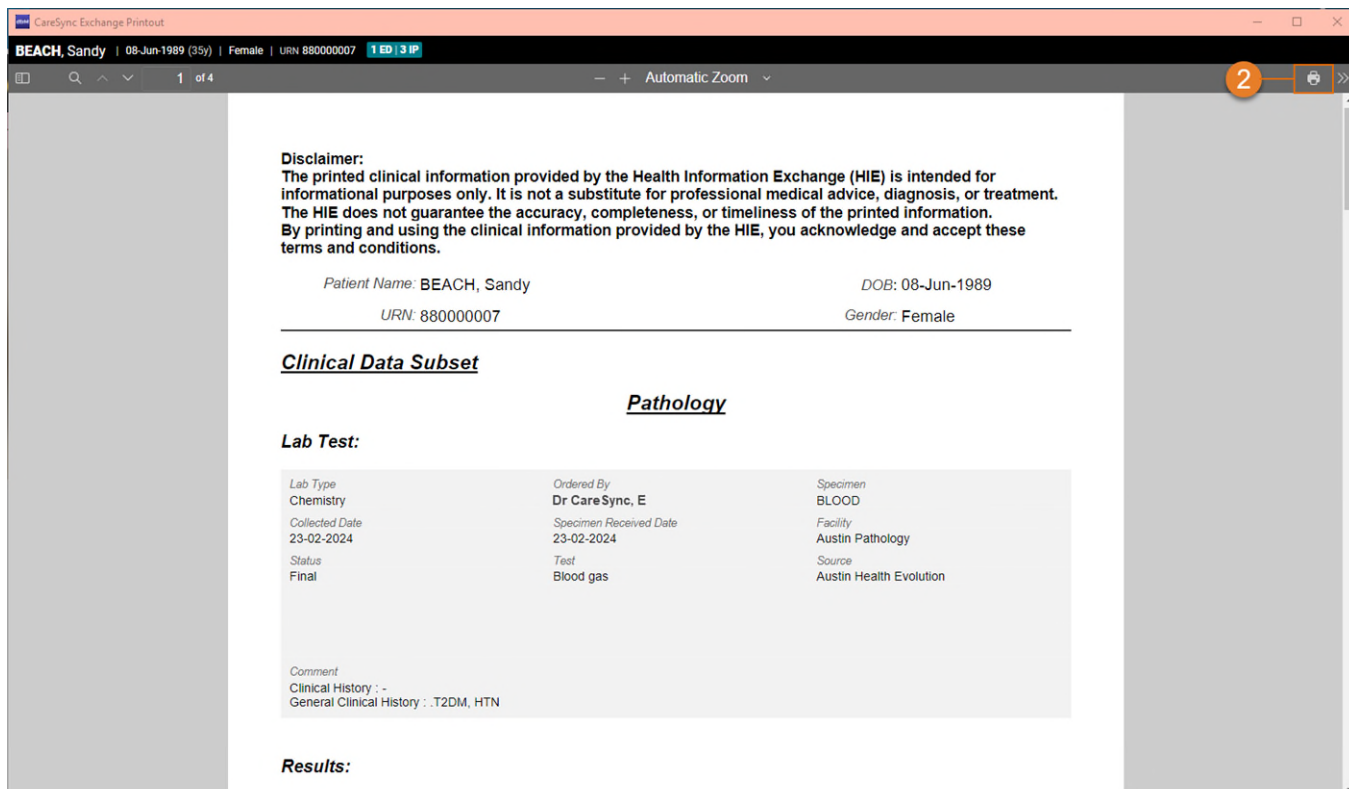
Step 3. Understanding other printable areas

- When opening the details windows for any item in CareSync Exchange, you can click on the Printer button to print the information.



The screenshot shows the CareSync Exchange interface for a patient named BEACH, Sandy. The interface displays a list of test results on the left and a detailed view of a 'Blood gas' test on the right. A red circle with the number 1 highlights the printer icon in the top right corner of the window.

- The CareSync Exchange window will open where you can review your document prior to printing to PDF.



The screenshot shows the CareSync Exchange Printout window for a patient named BEACH, Sandy. The window displays a disclaimer, patient information, clinical data subset, and test results. A red circle with the number 2 highlights the printer icon in the top right corner of the window.

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Patient Name: BEACH, Sandy DOB: 08-Jun-1989
URN: 880000007 Gender: Female

Clinical Data Subset

Pathology

Lab Test:

Lab Type Chemistry	Ordered By Dr CareSync, E	Specimen BLOOD
Collected Date 23-02-2024	Specimen Received Date 23-02-2024	Facility Austin Pathology
Status Final	Test Blood gas	Source Austin Health Evolution

Comment
Clinical History : -
General Clinical History : .T2DM, HTN

Results: