

Printing Assessments (Forms)

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To print an assessment (forms), open the patient record and click on **Assessments**. You will only be able to print assessments (forms) that have been approved. There are two ways to print assessments:

1. System default printing.
2. Printing assessment merge form.

1. System Default Printing

When no PDF templates/Merge form are available for an assessment, a completed assessment is printed based on how the assessment appears in a web browser.

1. Select **Assessments** from the left side menu.
 - a. The Assessments screen will display.
2. Search for the relevant Assessment and select the **Show** button.
 - a. The Assessment will display.
3. Select the **Print** button at the top of the page and the report will generate.
 - a. A PDF document will have displayed, and you can print the document from the screen to your local printer.

2. Printing with PDF Templates (Merge Forms)

Print when One PDF Template is Defined:

If an assessment only has one PDF template defined with "Enable for default printing", then the assessment screen will have a single **Print** button. When the Print button is selected, the fields of the assessment will be merged to the PDF template and the result returned to the user respecting the global "Embed Printed Assessments" option.

1. Perform an assessment.
2. Approve an assessment.
3. Click show.
4. Click on the Print option underneath patient banner.

Print When Multiple PDF Templates are Defined:

If the user has defined multiple PDF templates with "Enable for default printing" enabled, then clicking Print will display a drop-down list of print options. When one of the PDF template names is selected, then the assessment fields will be merged into the PDF template and the result returned to the user respecting the global "Embed Printed Assessments" option.

1. Perform an assessment.
2. Approve an assessment.
3. Click show.
4. Click on the Print option underneath patient banner.
5. Select the relevant Template from drop down.

