## How do I print a profile report?



What is a profile report

The **Profile Report** is a printable version of the referral. All of the information is organized in sections that correspond to the eReferral tabs. If you wish to print a referral for a specific receiving service provider, please see the guide '**How do I print a referral report'** guide.

### Step 1

Access the existing patient referral by following the 'How do I edit or update a referral' guide.

In the patient's referral, select the **Client Details (2)** tab.

### Step 3

Step 2

Click the Profile Report (3) button.

### Step 4

In the resulting **Profile Report** window, you can specify the output settings of the report & select which sections of the referral you would like to print:

- Under Output settings (4a), you can insert a page break after each section and also specify whether you would like to see blank fields or not (questions in the referral which have not been completed)
- Under Print sections (4b), you can specify which tabs on the referral you would like to print by clicking the pertinent checkbox

#### Step 5

You now have multiple options:

- Save (5a) the file as a PDF
- View (5b) the report within your current browser window
- Print (5c) the report to a local printer



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#### Overview

Patient information and the parameters of the report are seen in the header (6).

You will notice that the questions on each tab are listed down the left, with the responses listed down the right of the report.

Each tab on the referral is represented by a large header (7a, 7b); in this case you can see that the *Demographics* and *Health Assessment Information* tabs/sections have been selected to print (see step 4b).

This report has been run with display blank fields (see step **4a**) selected. You can see that fields such as *Street Address* **(8a)** and *City* **(8b)** are displayed with no information beside them; had the user deselected 'display blank fields', these fields would not display on the report.

Finally, under each header we can see when each tab/section was last updated. The Health Assessment Information tab was last modified on *April 7, 2016 11:03 by User, Training* (9).

Profile report Client 990es699, Lyka CSS Feb 22, 2016 (Health Card Number: No identifier) Status: Complete - Sent Last modified at April 7, 2016 11:03

Demographics -	-7a			
Last modified by User, Training at Mar	ch 10, 2016 17:09			
Title				
Client Name	Surname	999test999		
	Given Name(s)	Lyka CSS Feb 22, 2016		
Date Of Birth	Date Of Birth	Mar 10, 2016		
ldentifier	Health Card Number	No Identifier		
	Version	No Identifier (ver)		
	Expiry	No Identifier (exp)		
	MRN	0005765(StrataHealth)		
	CHRIS ID			
Client Address	Street Address	<b>∢</b> —8a		
	City	<b>←</b> 8b		
	Province			
	Postal Code			
	Phone Number			
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Health Assessment Inform	ation 🔶 🗸	b	
Last modified by User, Training at April 7, 2016 11:	03 🚽	9	
Anticipated Prognosis		<1 month	
Anticipated Prognosis Determined By	Name		
	Phone Number		
	Role/Designation		
Primary Palliative Diagnosis	Specify:	Cancer	
Date of Primary Palliative Diagnosis	Specify (e.g. Mar - 2014):		
Cancer Diagnosis		Metastatic Spread	
Cancer Diagnosis Details - Metastatic	Describe:	Yes metastic spread	
Spread			
Other Relevant Diagnosis/Symptoms	Specify:		
Co-morbidities Details	Specify year and diagnosis:	2016	
Functional Status: Palliative Performance	Scale (PPS)	30%	

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Generated by User, Training at April 7, 2016 11:03

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