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.

Step 2

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

Step 3

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 — Page 1 of 3
Client: 999test999, Lyka CSS Feb 22, 2016 (Health Card Number: No identifier) **(6)**
Status: Complete - Sent
Last modified at: April 7, 2016 11:03

Demographics **(7a)**
Last modified by User, Training at March 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
Identifier	Health Card Number	No Identifier
	Version	No Identifier (ver)
	Expiry	No Identifier (exp)
	MRN	0005765(StrataHealth)
	CHRIS ID	
Client Address	Street Address **(8a)**	
	City **(8b)**	
	Province	
	Postal Code	
	Phone Number	
	Ext	
Current Location	Current Location	TEST - Referral Sender

Health Assessment Information **(7b)**
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 Spread	Describe:	Yes metastic spread
Other Relevant Diagnosis/Symptoms	Specify:	
Co-morbidities Details	Specify year and diagnosis:	2016
Functional Status: Palliative Performance Scale (PPS)		30%

⚠️ All printed copies of personal health information must be stored and destroyed securely in compliance with PHIPA and organizational policies.