

Important Content Update Message

We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

How do I print patient records?

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The best place to print a patient's records is from the Event Chronology window.

1. Click the Chronology (**Chron**) button in the smart toolbar. The Event Chronology window will appear.
2. Select **Event Chronology, ALL** from the Report Criteria drop-down menu.
3. Search for the patient whose records need to be printed.
4. For the Report Dates:

- Select **All** to print all records

or

- Select **Latest** and specify the number of months or enter a specific date range.



Note: OP defaults to Latest 24 months. If you were using the Latest field and then change to All, you must click the **Search** button to repopulate the results.

5. Select **Select All** to print all record types.



Note: By selecting Select All, you will also be printing the Messages from the patient's chart. Deselect all items for Record Type: Message to prevent internal messages from printing.

6. Complete the Medical Record Disclosure Tracking window.

To learn how to print a patient's Vaccine Records, [click here](#).