We are currently updating the OP Help Center content for the release of OP 14.19 or OP 19. OP 19 is a member of the certified OP 14 family of products (official version is 14.19.1), which you may see in your software (such as in Help > About) and in the Help Center tabs labeled 14.19. You may also notice that the version number in content and videos may not match the version of your software, and some procedural content may not match the workflow in your software. We appreciate your patience and understanding as we make these enhancements.

Print Messages

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Overview

A patient's messages can be printed from several places in OP:

- Medical Records
- The Message Center
- The Message window

Print Messages from Medical Records

1. From the **Clinical** tab, click the **Medical Records** button. The **Medical Records** window is displayed.
2. Click the **Patient** button to open a window to search for and select the **Patient**.
3. Select **-Event Chronology, ALL for printing** from the **Report Criteria** drop-down menu.
4. Select the appropriate **Report dates** radio button.
5. Ensure the **Grid View** tab is selected.
6. Click the **Search** button at the top of the screen. The patient's records are displayed.
7. Click the **Filter** button in the Record Type column header.
8. Select the **Message** checkbox (this is only displayed if the patient has Messages). The list is reduced to only show the patient's messages for the selected time period.
9. Select the **Print** checkbox next to the Message(s) that need to be printed, or click the **Select All** button to select all of the Messages.

   - To deselect any of the messages, deselect the **Print** checkbox.

10. Click the **Print** button at the top of the window.

Print Messages from the Message Center

1. Navigate to the **Message Center**.

2. Locate and select the **Message** that needs to be printed (taking into consideration the scope and tab selected).
3. Click the **Print Msg** button.

Print Messages from the Message Window

1. Navigate to the patient's Message in the **Message Center** or **Patient Chart.**
2. Locate and select the **Message** that needs to be printed (taking into consideration the scope and tab selected).
3. Click the **Reply** or **Comment** button.
4. Click the **Print** button.