



# Viewing & Printing Documents, Attachments, & the PAA

1. Click **Referrals Received** on the main menu.
2. Click the **patient name** to select a case.
3. Click **DETAILS** on the Referral Management view.



## Viewing comments

Comments in the referral detail are entered by the sender to provide an update on the current status of the clinical documents and attachments. Comments are view-only.



## Viewing or printing clinical documents (Mass General Brigham inpatients only)

For Mass General Brigham inpatients only, clinical documents for the visit are available when shared with the referral. (The Documents section is not shown for non-Mass General Brigham OUT patients.) Clinical documents include case management notes, discharge information, the EMD (Early Maternity Discharge) form, the face sheet, the medications list, operative notes, PT/OT/ST (physical, occupational, and speech therapy) notes, and the referral summary. The documents are updated in real time.



➤ To view an item:

1. Click  in the bottom left of its card. The document opens in a popup window.
2. Click  to close the popup.





➤ To open an item as a ready-to-print PDF:

1. Click  in the bottom left of its card. The document opens in a popup window. From there, you can print or save a copy.
  - Every page includes a heading with patient identification and case owner contact information.
  - Every page includes a footer with "Extracted from the Legal Health Record and printed on " and the date and time stamp, plus "Mass General Brigham Incorporated Clinical data printed from 4NEXT - Confidential" and the page number and page count.
2. Click  to close the popup.

➤ To print more than one item at a time, as a single PDF:

1. Click  on the document card to select one or more; click  Select all in the Documents heading to check  every document.
2. Click  on the heading. 4Next collates the selected items into a single PDF. The document opens in a popup window. From there, you can print or save a copy.
  - Every page includes a heading with patient identification and case owner contact information.
  - Every page includes a footer with "Extracted from the Legal Health Record and printed on " and the date and time stamp, plus "Mass General Brigham Incorporated Clinical data printed from 4NEXT - Confidential" and the page number and page count.
2. Click  to close the popup.

## Viewing and printing Case Attachments




- Case Attachments are added and shared with the referral as needed. For OUT patients (non-Mass General Brigham patients), Case Attachments are the only documentation available to send with the referral.
- To open an attachment as a ready-to-print PDF:
  1. Click  in the bottom left of its card. The document opens in a popup window. From there, you can print or save a copy.
  2. Click  to close the popup.
- To print more than one attachment at a time, as a single PDF:
  1. Click  on the document card to select one or more; click  Select all in the Attachments heading to check  every document.
  2. Click  on the Document heading. 4Next collates the selected items into a single PDF. The document opens in a popup window. From there, you can print or save a copy.
  3. Click  to close the popup.

## View & print the pre-admission analysis (PAA) form

- If you haven't already:
  1. Click **Referrals Received** on the main menu.
  2. Click the **patient name** to select a case.
  3. Click **DETAILS** on the Referral Management view.
  4. Click **PRE-ADMISSION ANALYSIS** form.

The pre-admission analysis (PAA) form available for Home Care (HHA).

## Printing the form

1. Click **PRINT**.
  - The document opens in a popup window. Click  to print a copy. Click  to save a copy.
  - If the form is empty, you'll get an error message when trying to print.
2. Click  to close the popup.