Follow the steps below to select and print a report from Report Request.

**Step 1**  
Click **Report Request** on the toolbar.

**Step 2**  
Log in when prompted.

**Step 3**  
Enter your patient name and MRN and FIN if known and click **Search**.

**Step 4**  
Choose your patient from the search results and click **Select**.

**Step 5**  
If multiple encounters (visits) display, be sure to select the correct one from the list.
Step 6
In the template selection section, choose the **template you want to use**.

![](image1)

Step 7
In the release details section, complete the **Purpose, Destination, Requestor, and Comments** fields as appropriate.

![](image2)

Note: Do not select related personnel.

Step 8
Click **Preview Report (1)** to preview the report. Select the **Send to location (printer)** from the dropdown (2) and click **Send Report (3)** to print the report.

![](image3)

**NOTE**: To print lab results, select **Lab – All Results** from the template section and follow the steps above to print the report.