Printing Encounter Forms Not Attached To Appointments

Sign into IDX Xtend

Click on Patient Services

Click on Demographics

Click on Registration Documents
Screen Will Be Brought Up With Three Selections
Embosed Cards
Encounter Forms
Face Sheets

Encounter Forms
Enter encounter form number in encounter form field
(search for form by clicking box to right of field or enter the form number in field)
Enter Device in Device Field (remember to print portrait)
Enter number of Copies in Copies Field
Click Okay