Optima
HEALTHCARE SOLUTIONS

RehabOptima
Batch Printing

Batch Printing allows users to print multiple documents at a time based on a defined set of data.

To define a group of documents to print, perform the following;

1. Click on **Activities**

2. Select **Batch Printing**

3. Enter the Document Date Range (**Document Key Date**)

    a. Date range for the document creation date

    b. Default is today's date

    Note that if searching for multiple patient documents, the from and thru dates are limited to a 30 day period.

    > **Document Key Date**
    >
    > Filters based on the key date of documents. The key dates of each type of document are:
    > Evaluation = Certification From Date
    > Recertification = Certification From Date
    > Progress Report = Period Thru Date
    > Treatment Encounter Note = Date of Encounter
    > Therapy Note = Date of Note
    > Discharge Summary = Date of Discharge.

4. Enter the **Start of Care**

    a. Date range for the start of patient care

5. Select the **Patient**

    a. The patient(s) to be printed

    b. Limited to the patients that are in the site

    c. Default is **All**

    d. If more than one patient is selected, the date range for the report cannot exceed 30 days

6. Select the **Care Providers**

    a. The care provider(s) to run the report for

    b. Default is the logged in provider

7. Select the **discipline**

    a. The discipline(s) that the report is going to be run for

    b. Default is based on credentials and user rights

8. Select the **Payer Type**

   a. The payer(s), default is **All**

9. Select the **Document Type**

   a. The document(s) that needs to be printed (Evaluations, Treatment Encounter Notes, Recertifications, etc.)

   b. Default is all that the user has rights to print

10. Select the **Status**

    a. Finalized - the document has all the signatures, if E-Signatures is not activated - the document is marked completed

    b. Not Finalized - the document has not been e-signed or is not complete

    c. Default is **Finalized**

11. Click **Search**