



ChartNet

UG12 - Email Printing User Guide

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E-Mail Print Manager User Guide

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1.0 E-Mail Print Manager User Guide

1.1 Introduction

This user guide describes the installation and use of the **ChartNet E-Mail Print Manager** software used to print transcribed reports that are received via e-mail attachments. Because of the recent HIPAA regulations, in order to protect the confidentiality of patient medical information, it is no longer acceptable to send patient medical information over public networks (such as the Internet) without securing the data. To comply with these regulations, ChartNet sends transcribed documents to e-mail recipients via an encrypted file attachment. Once the e-mail recipient receives an e-mail, they must save the attached file to a folder on their system where the E-mail Print Manager can find it. The user then starts up the E-mail Print Manager program and decrypts the file. The individual reports then display in a window for the user to print, edit, or preview. Once printed, the reports are automatically saved into a backup folder.

The **ChartNet E-Mail Print Manager** program is provided free of charge to any e-mail user that may be receiving reports that were typed using the ChartNet Medical Transcription system.

1.2 Installation

The first step is to download and install the **ChartNet E-Mail Print Manager** software.

1. Make sure you are connected to the Internet
2. Using your web browser, go to **www.hudson-medical.com**
3. Click on "**Support Center**"
4. Under the "**Software Downloads**" section, click on "**E-mail Print Manager (v3.2)**".
5. When prompted to Save or Open, select **Open**.
6. Once the program downloads, follow the installation steps.
7. Once installed, an icon should be on your desktop that says "**ChartNet E-Mail Manager**"

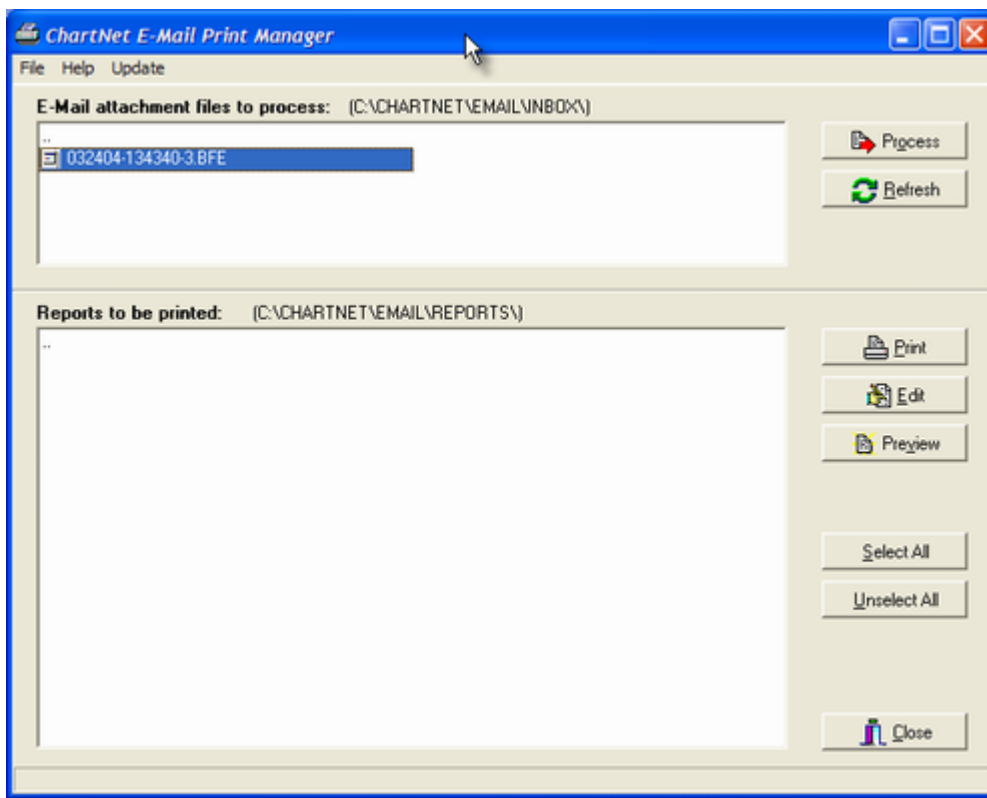
1.3 Operation

Once an e-mail is received, you must save the attached file to a specific folder. Normally, this folder is **c:\chartnet\email\inbox**.

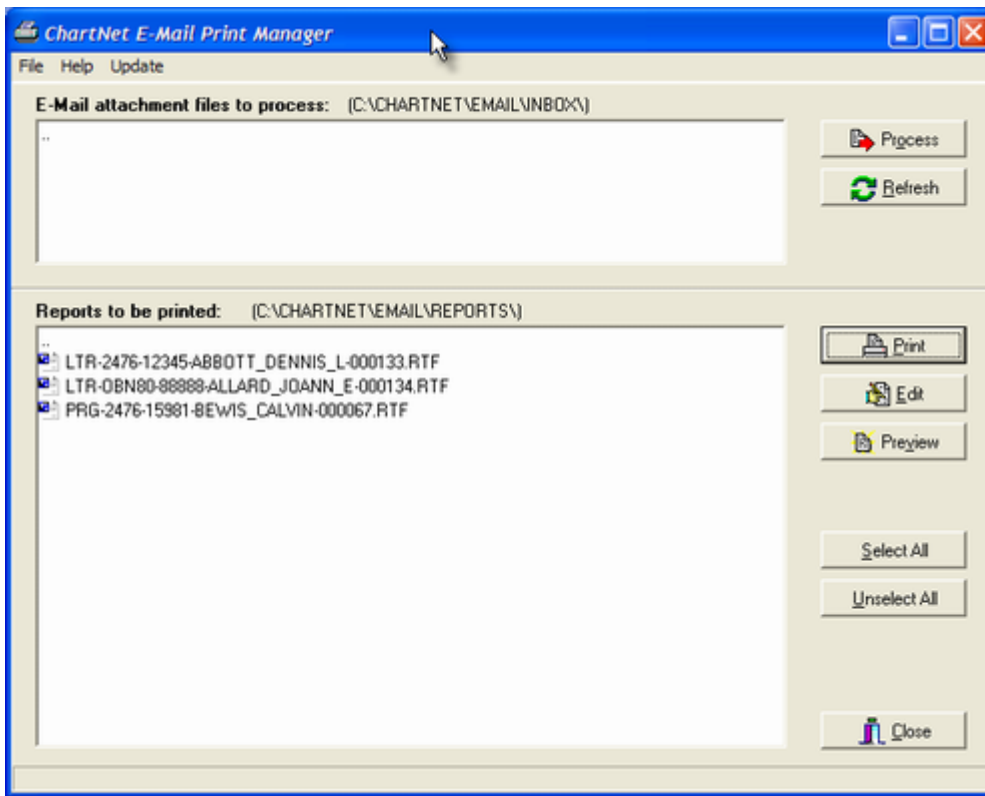
After saving the file, start **ChartNet E-Mail Manager**. The top window displays any unprocessed files that are in the in-box.

If you do not see any files, click on the **Refresh** button. If still no files appear, then it may be that you saved the e-mail attachment file in the wrong folder.

Click on the "**Process**" button to decrypt the attachment file(s).



After processing the attachment files, the individual report files will be listed in the bottom window.



At this point, you can Print, Edit, or Preview your reports.

To print all of the reports, click on the **"Select All"** button, then click on **"Print"**. You will be prompted to select which printer to print the reports to.

After all reports have been printed, the report files will be saved to the **c:\chartnet\email\backup folder**.

If you need to locate a report in the **Backup** folder, double-click on the "two dots" in the upper left corner in the **Reports** window, then click on the **"Backup"** folder.

1.4 Command Line Parameters

The default location of all folders used by the program is: C:\CHARTNET\EMAIL. To override this location, specify the new path on the mtpriint.exe comand-line as follows.

/Path=[path]