

Remote Printing from SCM via Netilla Using a Microsoft PC

To facilitate remote printing we have made some changes to the initial way the user logs on to SCM. In order to print remotely via Netilla the user must download the Citrix Web Client software. Your computer will automatically begin the download when you click on the SCM icon for the first time. It will then walk you through the steps. The steps detailed below are for a PC, you need a different set of instructions for a MAC.

1. Select your internet browser and type in the address:
<https://netilla.rwjuh.edu>
2. On the screen that appears enter your RWJ Netilla user name and password



NOTICE!

The information on this service and network is the property of Robert Wood Johnson University Hospital and is protected by all applicable intellectual and property rights.

In order to utilize this service, you must be assigned an account on the RWJUH network and specifically granted access to this service. Information is only accessible as defined by the system administrators. The Helpdesk cannot change passwords over the phone.

Use of this system may be monitored!

Please enter your user name and password to log in.

User Name

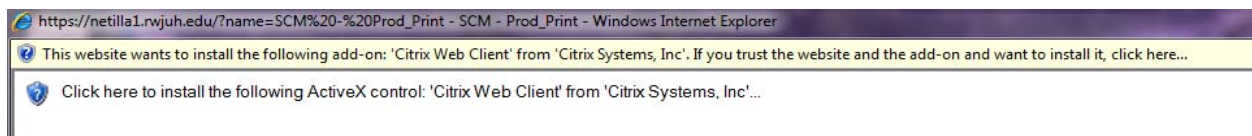
Password

V-Realm RWJUH



[SCM - Prod_Print](#)

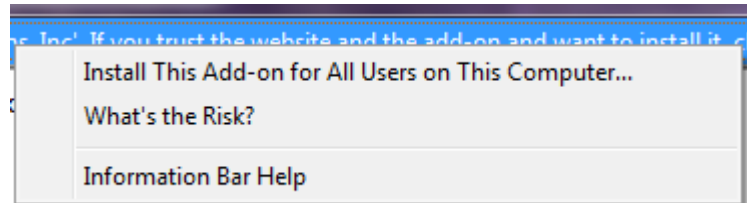
3. From the list of icons that appears select SCM-Prod_Print
4. After selecting this icon the screen turns white and at the very top of your screen you will see either one or both of the following instructions/alerts.



The Citrix Install command is in white. In yellow is an alert from your own computers security system asking if it is OK to install it. You may or may not see the yellow one.

If you see the yellow alert click on it first to allow access.

Click in the white alert "Click here to install the following Active X control..."

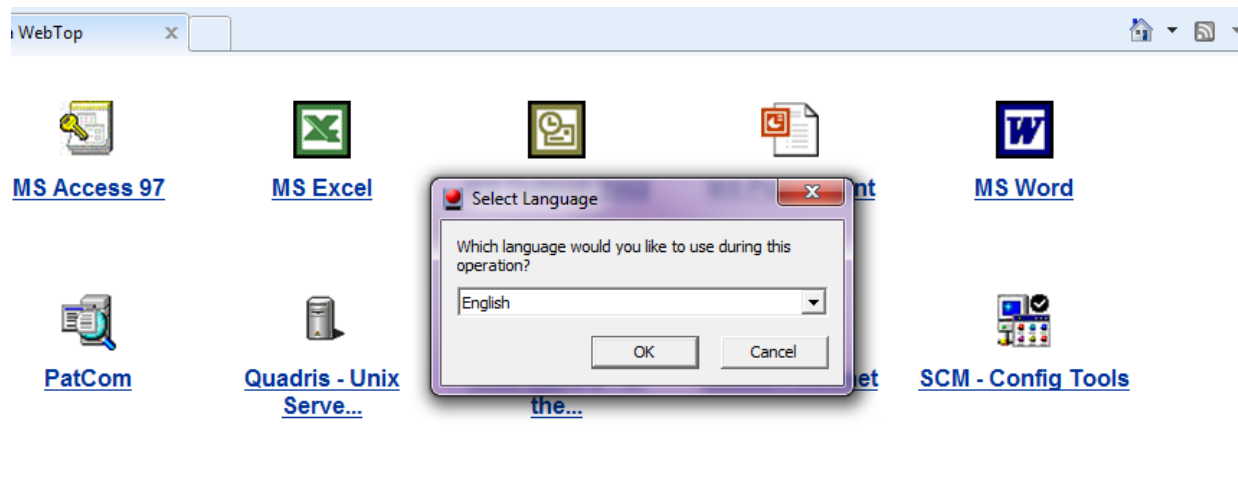


This box appears

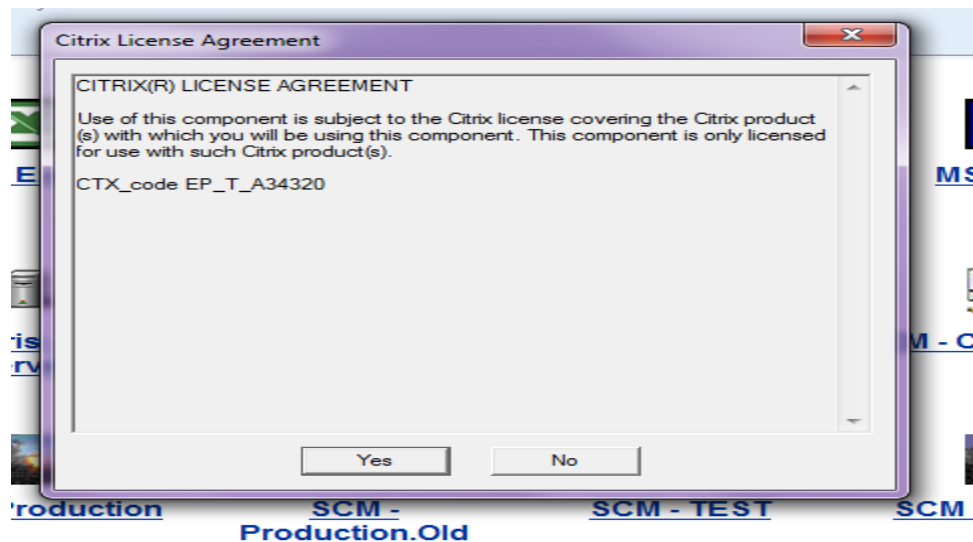
Click on "Install

this Add-on for All Users on This computer

5. In the Select Language screen that appears click OK to select English



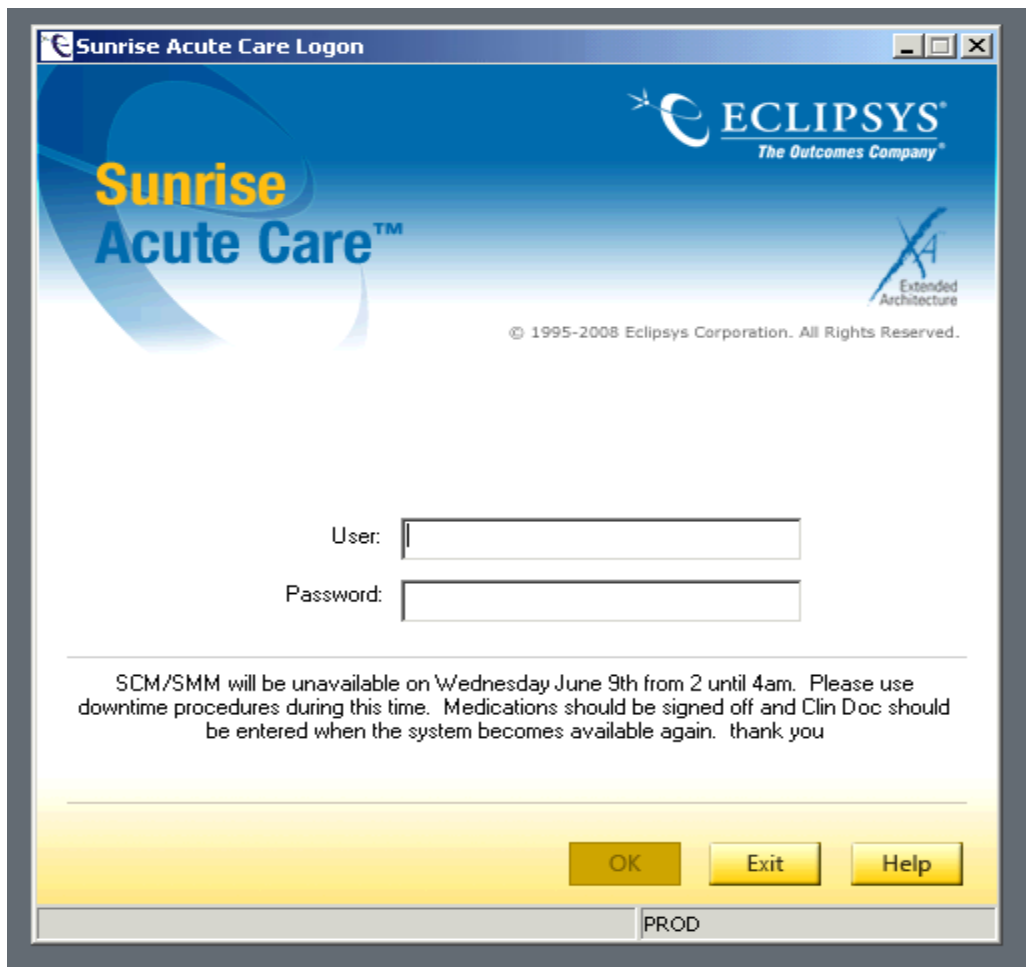
6. Click 'Yes' to approve the licensing agreement.



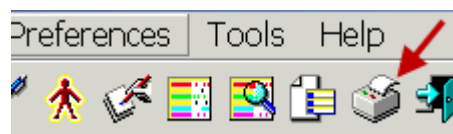
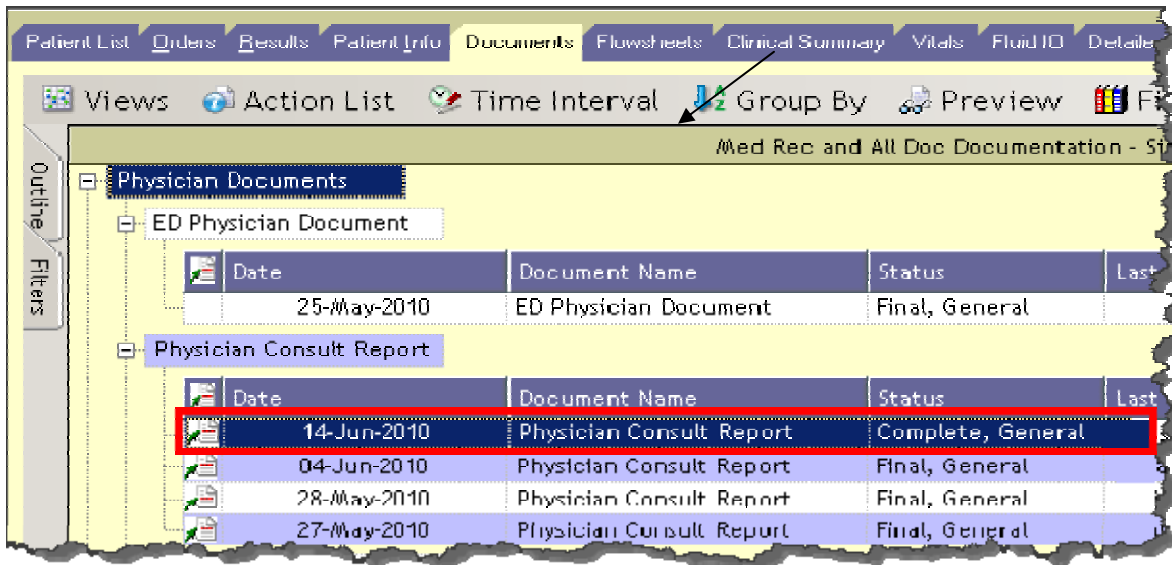
7. Choose what kind of access you want to grant and then Click 'OK'. Some users may not see this screen. Full Access and Never ask me again are the best choices.



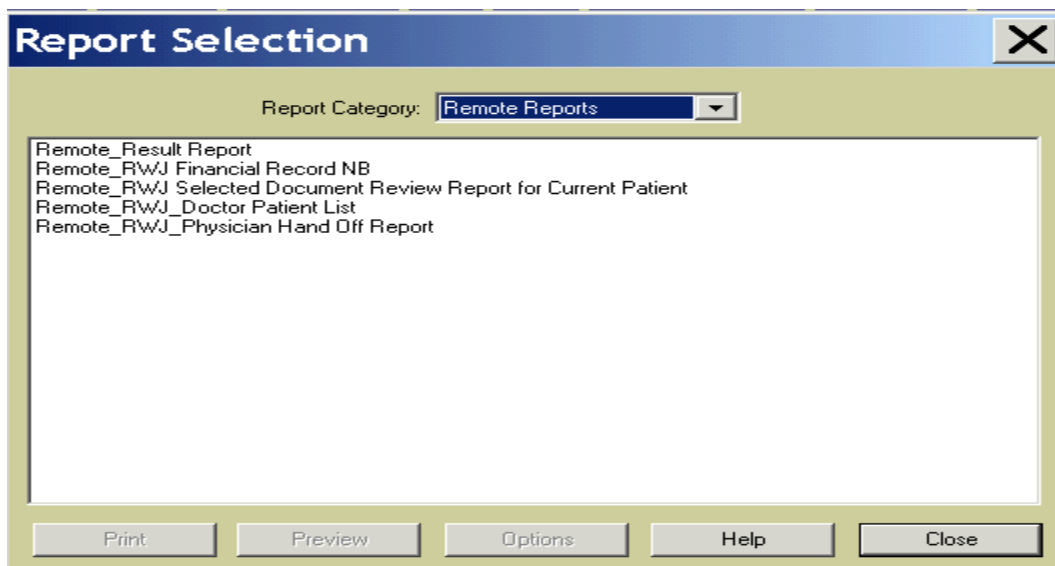
8. On the Sunrise Acute Care logon screen enter your SCM User Name and Password, just as if you were in the hospital.



9. To Print a document you must be in the Documents Tab with the document highlighted in the REPORT VIEW.



- Click on the Printer Icon
- Change the Report Category to Remote Reports
- Highlight **Remote_RWJ Selected Document Review Report for Current Patient**
- Click "PRINT"



10. To Print the "Face Sheet" Select **Remote_RWJ Financial Record NB**

11. To Print Results set your filters on the Results Tab to ensure that only the results you want to print are visible on the tab. Everything you see will print, including the typed radiology 'report' that is normally accessed by clicking on the 'plus' sign.

a. Select **Remote_Result Report** Click Print

12. To print your patient list select either **Remote_RWJ_Physician Hand Off Report** or **Remote_RWJ_Doctor Patient List**. Click Print