

## Printing and/or Exporting a Counselling Notes Report

- 1. From the Counselling Notes Manager, press either:
  - [F3 Print with Patient Data]
  - [F4 Print as Anonymous Patient]
- 2. The Counselling Notes Report preview displays.

Report Preview						
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	Counselling Notes					
	Patient: BOWTON, Hayley (Mrs) - 19 Turner Road, Watford, Hertfordshire, WD17 7LT   Date Added: Tuesday 10 April 2018 02:40:46					
	Date Modified:	Tuesday 10 April 2018 02:47:11				
	Description:	Patient came in with first-degree burn on her right hand sustained whilst cooking.				
	Action Taken:	Advised patient to keep the burn area clean and dry. Dispensed burn relief ointment to apply every six to eight hours. If the situation doesn't improve within the next week, advised patient to visit GP.				
	Deleted:					
	No. of Notes: 1 Patient: HUXLEY, Lauren (Mrs) - 7 Leavesden Road, Watford, Hertfordshire, WD24 6EE					
	Date Added:	Tuesday 10 April 2018 02:34:43			•	

- 3. From there, you can either:
  - Click the floppy disk 🔜 icon to export and save the report on your computer
  - Click the printer 📕 icon to print the report

## **Revision History**

Version Number	Date	Revision Details	Author(s)
1.0	17 October 2019		Joanne Hibbert-Gorst

## **Contact us**

For more information contact: **Telephone: 0344 209 2601** 

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