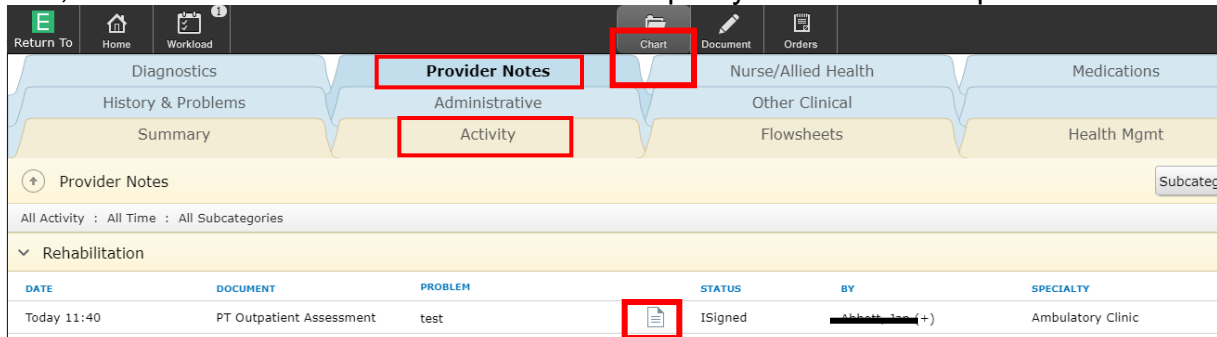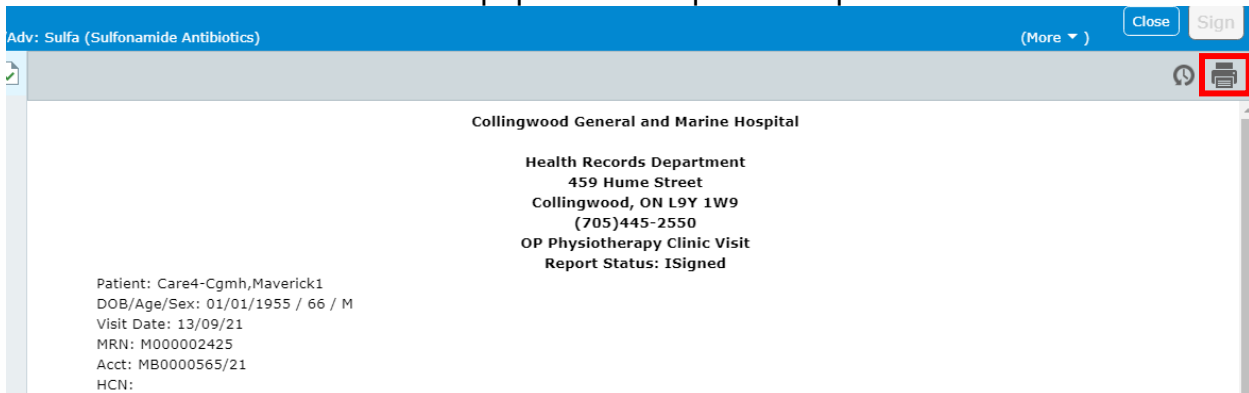# CARE4 MODULE NAME: AMBULATORY
Printing a Report

If a report needs to be printed off for some reason, faxing, patient to have a copy…
You will have to go into the "Chart" and you can look for your report under the "Activity
tab, or "Provider Notes" tab and look for the report you would like to print.

You will then need to click on the paper icon to open the report.

The report will open and you can from there click on the Printer Icon in the top right
corner of the report beside the clock in the grey tool bar.
You the pick your printer and click on "OK"