## **Documentation** – Faxing **Documents**<sup>®</sup>



Digital Health Quick Reference Guide

## This Quick Reference Guide will explain how to:

Fax documents from PowerChart or FirstNet.

## **Faxing Individual Documents**

1. Individual documents can be faxed from documentation page by firstly selecting the document to be faxed then selecting **Print** from the top right of the page. Print Method window opens,

| Menu                               | 🖌 🔾 🕶 🊔 Documentation 🤤 Frint 🖧 Full screen 🚔 Print 🤣 O minutes a  |
|------------------------------------|--|
| Patient Information                | Add D'Son Do Environ Drovides Later L'étadés de La Céle Front Hille Front Hille Produites  |
| Nurse View                         |  |
| Outpatient View                    | 105  |
| Care Plan Summary                  | Display : All 🗸 Advanced Filters 👚 Previous Note 🕹 Next Note   |
| MAR                                |  |
| Medication Request                 | Arranged By: Date Newest At Top Document Type: Discha P Print Method X   |
| Interactive View and Fluid Balance | Progress Note         12/10/2023 16:22:31         Document Date:         12 Oct           Free Text Note         WHSTEST, Medical Officer P2 3         Document Status:         In Progress  |
| Activities and Interventions       | Progress Note 12/10/2023 16:21:16 Document Tride/Subject: Discha   |
| Outros and Datamatic and the Auto  | Progress/SOAP Note WHSTEST, Medical Officer P2.3   |
| Orders and Referrais T Add         | Discharge Summary 12/10/2023 16:17:48 Oct Miles Oct And Control Oct And Contro |
| Medication List                    | Discharge Summary WHSTEST, Medical Officer P2 2 Manual Expedite Print  |
| Documentation + Add                | Phone Message/Call 12/10/2023 10:11:08   |
|                                    | General Message WHSTEST, Allied Health - OT P2   |
| Form Browser                       | Pharmacy Discharge Medilist 10/10/2023 12:51:54 Clinical Synopsis  |
| Continuous Notes                   | Pharmacy Discharge Medilist WHSTEST, Medical Officer P2 2 Admission Information  |
|                                    | Progress Note 20/09/2023 11:16:06 TESTWHS, PATRICKDOCUMENT/  |
| Observation Chart                  | Free Text Note Sukri, Adrian - HMO URN: 1613162 DOB: 09/11/1965 St   |
|                                    | Vital Signs - Text 20/09/2023 10:56:00 Home address: 176-190 Furlong Rd, Home Address: Mobile Debrase (Mobile Debrase)   |
| Downlas Devices                    | Observation Vitals - Womens an Sukri, Adrian - HMO Unit: Treating Clinicitat:  |
| Acsults Review.                    | Vital Signs - Text 20/09/2023 10:56:00 Admitted: 12/10/2023 10:11 OK Cancel  |
| Allergies/Sensitivities + Add      | Observation Vitals - Womens an Sukri, Adrian - HMO Discharge Date:   |
|                                    |  |

- 2. Select Medical Record Request and Click OK
- From the Medical Record Request window, ensure the following settings have been selected:
  - a. Template is set to WHS Documents Report.
  - b. Purpose is set to the most relevant option.
  - c. Select 'Adhoc fax station' from the
  - Device drop down options

NOTE: Device can be filtered by type to Fax by right clicking in Device box.



| Device               | Copies           |   |              |           |
|----------------------|------------------|---|--------------|-----------|
|                      | Filter Type      | > |              | Favorites |
| Cond                 | Refresh list     |   |              | All       |
| Senu                 | Last Used        | > |              | Printer   |
| Medical Officer P2 3 | Document Status: |   | $\checkmark$ | Fax       |





123456

Date:

Time:

0809

20/10/2023

- ~

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Remote Report Distribution Selection

PHONE #

Transmit Date / Time

Non-Scheduled

Scheduled

ΟK

Cancel

×

 The Remote Report Distribution Selection window will open where the fax number needs to be entered. Transmit Date /

Time can be set to the following:

- Non-Scheduled to send immediately or at a later specified time
- · Scheduled to send 2 hourly starting from 12.01am onwards
- 5. Once Fax number is added, click **OK** and then **Send**.

## Faxing multiple documents within an Encounter via Medical Record Requests

- 1. Click on Medical Record Request from the tool bar.
- 2. Locate the patient using the Encounter Search window (skip this step if you have opened the patient's record).
- From the Medical Record Request window, ensure the following settings have been selected:
  - a. Template is set to WHS Documents Report.
  - b. Purpose is set to the most relevant option.
  - c. Device is set to 'Adhoc fax station'

| Te  | Template<br>WHS Document Report   |             | Purpose<br>For patient care (internal use only) |
|---|---|-------------|---|
|   |   |             | Proper authorization received? Destination      |
| Related Providers Sections  |   |             | Requester                                       |
| Name  | Relationship  | Destination | Comment   |
|   | · · · · · · · · · · · · · · · · · · ·   |             | /   |
| WHSTEST Alled Health OT P21, CUNAD  | Occupational Therapist  |             |   |
| WHSTEST, Allied Health - OT P2 1 - CLINAO   | Occupational Therapist<br>Medical Officer                                       |             |   |
| WHSTEST, Allied Health - OT P2 1 - CLINAO     WHSTEST, Medical Officer P2 2 - CLINAO     WHSTEST, Medical Officer P2 3 - CLINAO   | Occupational Therapist<br>Medical Officer<br>Medical Officer                    |             |   |
| WHSTEST, Allied Health - OT P21 - CLINAO<br>WHSTEST, Medical Officer P22 - CLINAO<br>WHSTEST, Medical Officer P23 - CLINAO<br>WHSTEST, Medical Officer P25 - CLINAO   | Occupational Therapist<br>Medical Officer<br>Medical Officer<br>Medical Officer |             |   |
| WHSTEST, Allied Health - OT P2 1 - CLINAO<br>WHSTEST, Medical Officer P2 2 - CLINAO<br>WHSTEST, Medical Officer P2 3 - CLINAO<br>WHSTEST, Medical Officer P2 5 - CLINAO   | Occupational Therapist<br>Medical Officer<br>Medical Officer<br>Medical Officer |             | Device Conje                                    |
| WHSTEST, Allied Health - OT P21 - CLINAO WHSTEST, Medical Officer P22 - CLINAO WHSTEST, Medical Officer P23 - CLINAO WHSTEST, Medical Officer P25 - CLINAO Other State Other State Other State WHSTEST, Medical Officer P25 - CLINAO Other State Othe | Occupational Therapist<br>Medical Officer<br>Medical Officer<br>Medical Officer | ion         | Device Copi                                     |

- Specify the documents to be included in the Medical Record Request by:
  - a. Specifying the Date Range.

| vent Status                  | Template                                |          | Purpose                              |  |
|------------------------------|---|----------|--------------------------------------|--|
| dl results                   | <ul> <li>WHS Document Report</li> </ul> | ~        | For patient care (internal use only) |  |
| Date Range                   |   |          |                                      |  |
| From: xx/xx/xxxx 📮 🗸         | ÷                                       |          |                                      |  |
| To: an Instance              |   |          | Proper authorization received?       |  |
| · · ·                        | •                                       |          | Destination                          |  |
| Clinical Range O Posting Ran | ge                                      |          |                                      |  |
|                              |   |          | Requester                            |  |
| Related Providers Sections   |   |          |                                      |  |
|                              | <b>D</b> 1 <b>C</b> 1 <b>C</b>          | 0.0.0    | Comment                              |  |
| Name                         | Helationship                            | Destin " |                                      |  |
| Verma, Deeksha - DBA         | Medical Student                         |          |                                      |  |
| W, Weena - PHARM             | Pharmacist                              |          |                                      |  |
| Wilson, Hachel - HN          | Nurse                                   |          |                                      |  |
| Wilson, Hachel - HN          | Database Loordin                        | hator v  |                                      |  |
| <                            |   | >        | Device Cop                           |  |
| Device selected              | Associated Destinat                     | ion      | v 1                                  |  |
|                              |   |          |                                      |  |
|                              | Preview                                 |          | Send                                 |  |
|                              |   |          |                                      |  |

- b. Selecting the document note type in the Sections tab.
- 5. Click Send



