

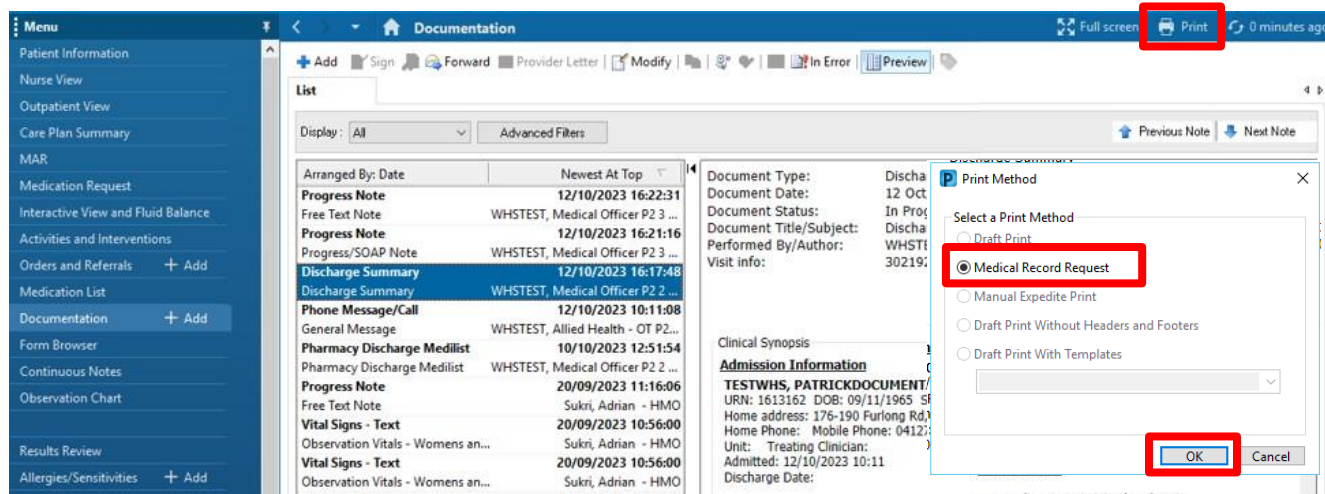


This Quick Reference Guide will explain how to:

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,

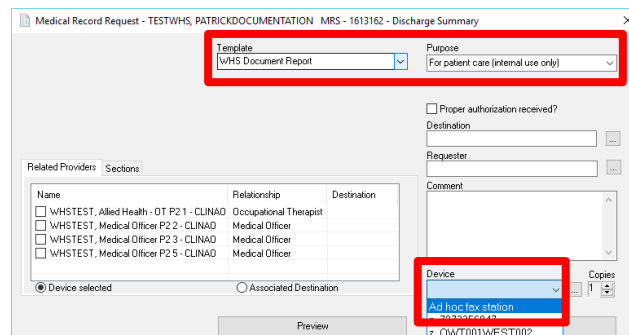


2. Select **Medical Record Request** and Click **OK**

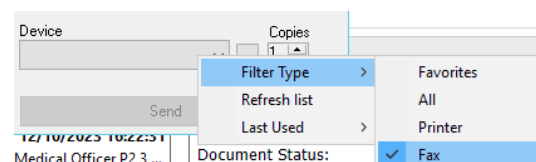
3. From the Medical Record Request window, ensure the following settings have been selected:

- 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.



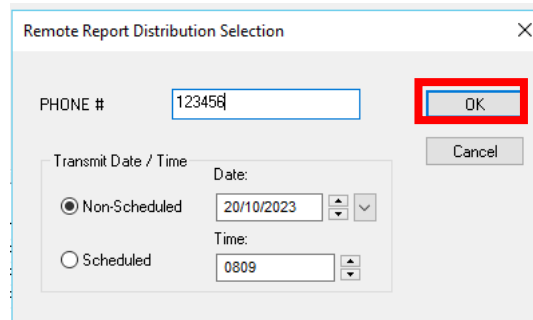


4. The Remote Report Distribution Selection window will open where the fax number needs to be entered. Transmit Date /

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**.



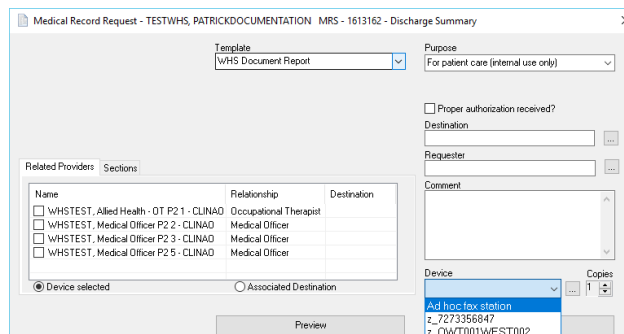
Faxing multiple documents within an Encounter via Medical Record Requests

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).

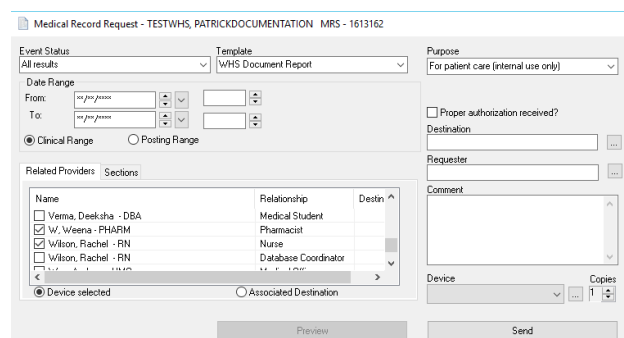
3. From the Medical Record Request window, ensure the following settings have been selected:

- Template is set to WHS Documents Report.
- Purpose is set to the most relevant option.
- Device is set to 'Adhoc fax station'



4. Specify the documents to be included in the Medical Record Request by:

a. Specifying the Date Range.



b. Selecting the document note type in the Sections tab.

5. Click **Send**

