eClinicalWorks

SPLITTING MULTI-PAGE INCOMING FAXES WITHOUT PRINTING

This document shows how to separate multi-page incoming faxes without printing and attaching them to a patient's record.

Attaching Certain Pages of an Incoming Fax to a Patient's Record

To attach certain pages of an incoming fax to a patient's record:

1. From the left navigation panel, click *Documents*:



2. Click Patient Documents:



ATTACHING CERTAIN PAGES OF AN INCOMING FAX TO A PATIENT'S RECORD

3. Select the *Fax Inbox* radio button to access the Fax Inbox folder:

Patient Document	S				
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- **4.** Select the patient and click the incoming fax from the list.
- **5.** Select the appropriate folder to add the document.
- 6. Click the green caret next to Add and select Add pages:



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7. Use the *Custom* option to add the pages you want to attach to the patient's record:

🛱, Select Document Pages
Total Pages : 1
Page Range
C Current Page
C Pages From 1 To 1
© Custom 1,2 Eg 1,2,4,5
<u>D</u> k <u>Cancel</u>

8. Click *OK*.

The specified pages of the document are attached to the patient's record.