

eClinicalWorks

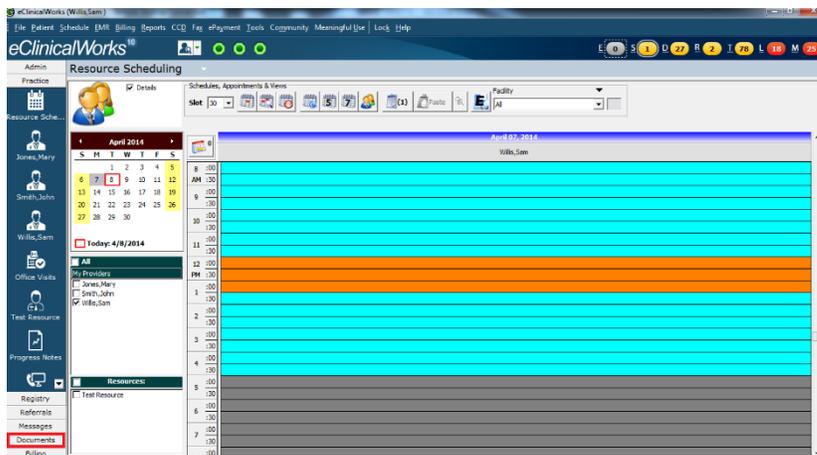
SPLITTING MULTI-PAGE INCOMING FAXES WITHOUT PRINTING

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

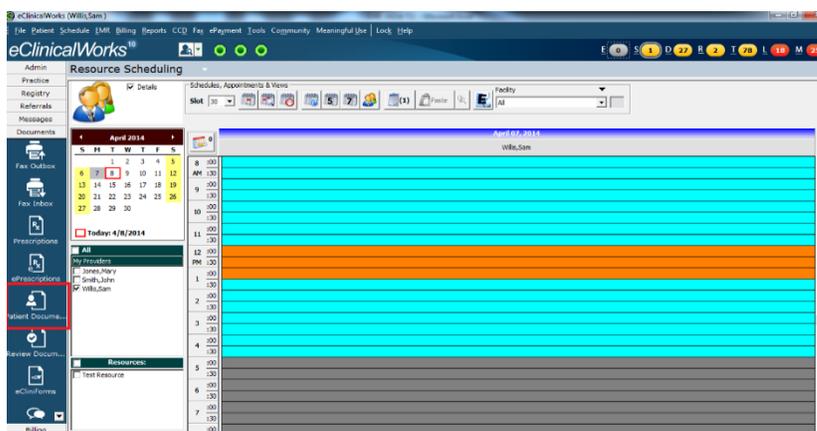
Attaching Certain Pages of an Incoming Fax to a Patient's Record

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

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

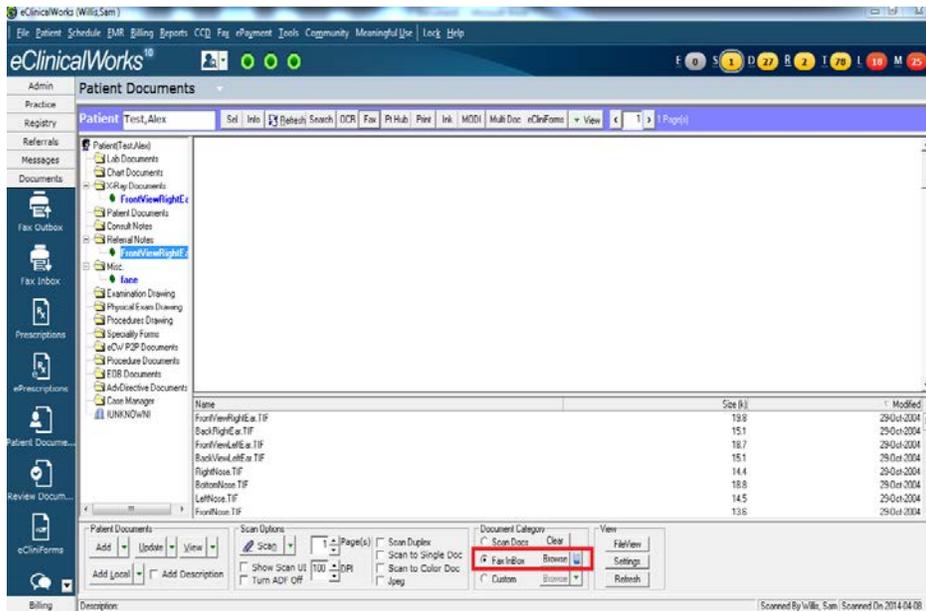


2. Click *Patient Documents*:

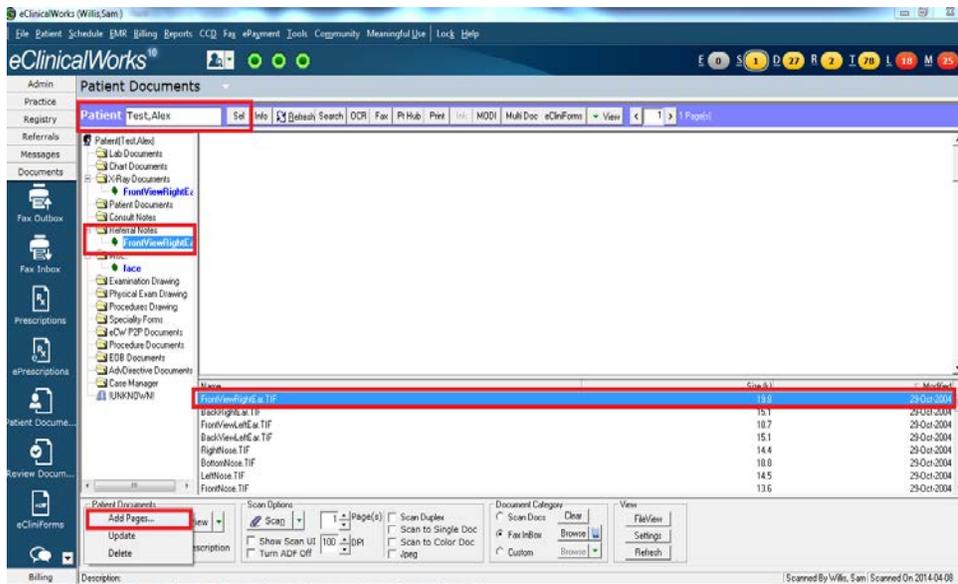


ATTACHING CERTAIN PAGES OF AN INCOMING FAX TO A PATIENT'S RECORD

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

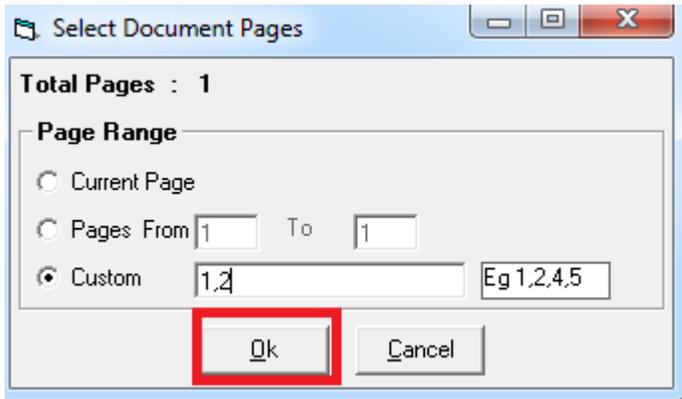


4. Select the patient and click the incoming fax from the list.
5. Select the appropriate folder to add the document.
6. Click the green caret next to Add and select *Add pages*:



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



8. Click *OK*.
The specified pages of the document are attached to the patient's record.