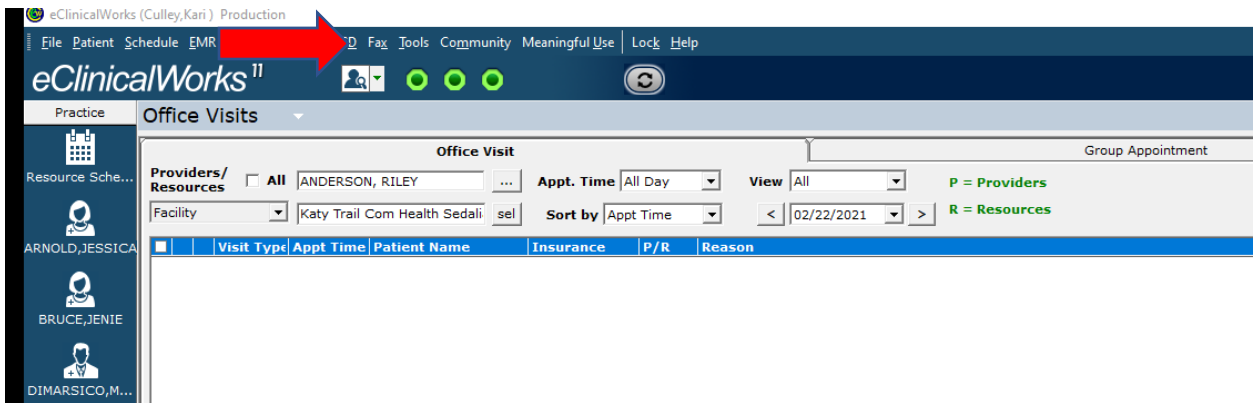


# How to Split Faxes on Desktop eCW Version

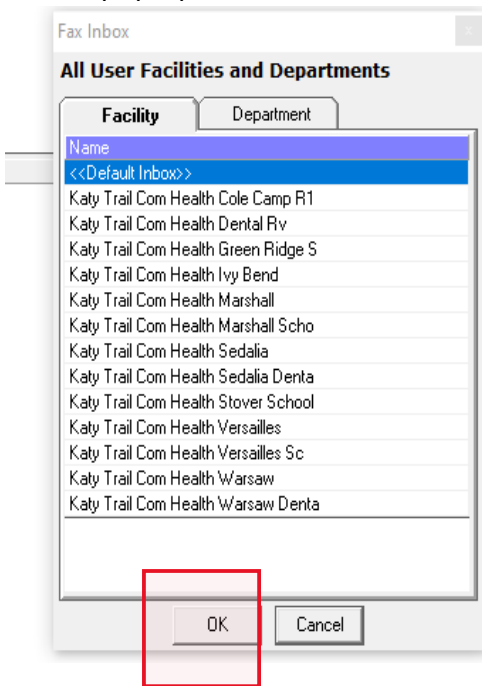
1. Select fax at the top of the right hand of the page, in the drop-down menu, select fax inbox.



2. Click on the Facility Inbox Folder symbol in the middle of the page.



3. On the pop-up box click OK.



## How to Split Faxes on Desktop eCW Version

- Click on the top line of faxes and it will bring the document up at the top of the page.

Bothwell Regional Health Ctr  
Sedalia, Missouri

Diagnostic Imaging Report  
Signed

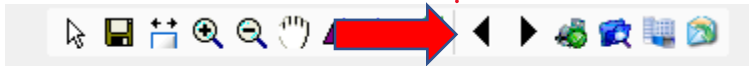
Patient: Martinez Torres, Patricia  
DOB: 10/31/1981  
Age/Sex: 39 / F  
Loc: WIN IMG  
Attending Dr: Tracey A Arwood CNM

↑  
/  
/

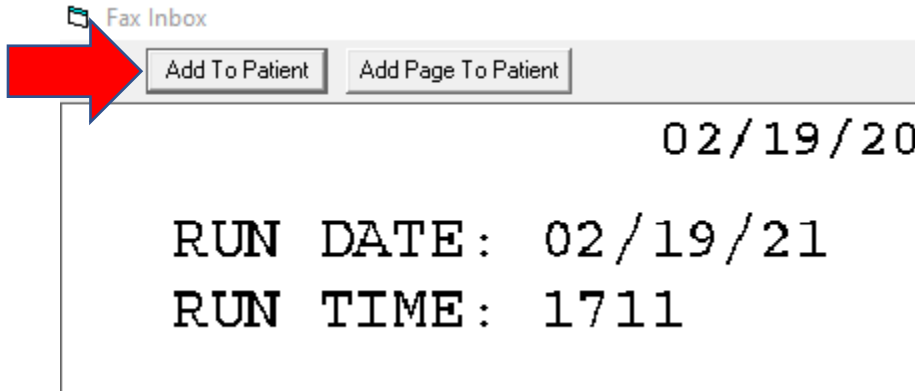
Ordering Physician: Arwood, Tracey A., CNM  
Date of Service: 02/19/21  
Procedure(s): US OB <= 14 weeks fetus  
Accession Number(s): A0000230210

Name
FpfAxDoc_1662080157_167218a857648e83aa6f73ac2758e9_20210219163395939.tif
FpfAxDoc_1888979868_14484859e204269321689e800725_20210219163959349.tif
FpfAxDoc_1888979868_16754d6fc9d34448483c344d3958aa_2021021914126144.tif
FpfAxDoc_1888979868_4858137ab8444648e95157832001_20210219164256387.tif
FpfAxDoc_1888979868_1da95d0c8ba402483e237ab8e4623ab_20210219165327869.tif
FpfAxDoc_1662080157_3cb78c895975478e958b816e43a728_20210219165327928.tif
FpfAxDoc_1888979868_3cd09f68324248706cc494ae77aa_20210219165498109.tif
FpfAxDoc_1662080157_17d7d180b989425a9d82aac3a3349c_20210219170829853.tif
FpfAxDoc_1888979868_3e2848957634cc889e8e00200e0e8_20210219171001795.tif
FpfAxDoc_1888979868_35a33e583044d3d48c5f9d6a6e95891_20210219171692008.tif
FpfAxDoc_1888979868_38c691d40c448289991d141742ae0ed4_20210219171732823.tif
FpfAxDoc_1888979868_100e8818d844458601c93e52844_2021021917193021.tif
FpfAxDoc_1888979868_05db33e445438793c34ea0b08d29_20210219172039593.tif
FpfAxDoc_1888979868_13e1977329b44e5913d143291268037_2021021917253298.tif
FpfAxDoc_1888979868_35e710677114149a17694e93e6849_20210219173835860.tif
FpfAxDoc_1888979868_4fc52cda98d848d841262a7ee24847_20210219174006335.tif
FpfAxDoc_1888979868_0e71ab4228846aa4fcc6e47b15d8_20210219174136573.tif

- Select the right arrow at the top of the page. You will need to see how many pages are in the fax and see if it is just for 1 patient or multiple patients.

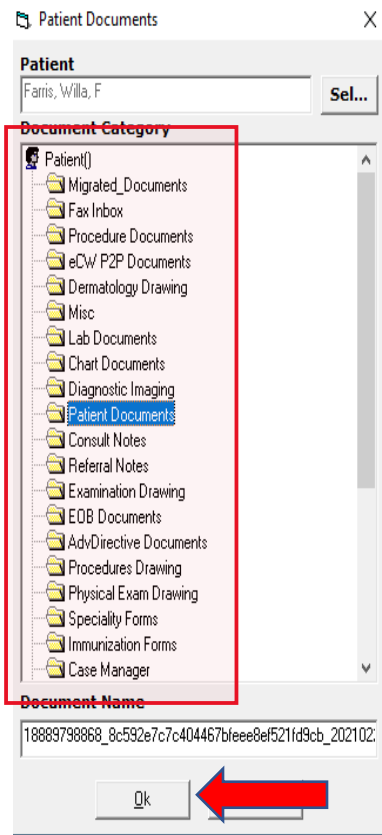


- If it is a single patient:
  - Click on the top left of the page and select ADD TO Patient

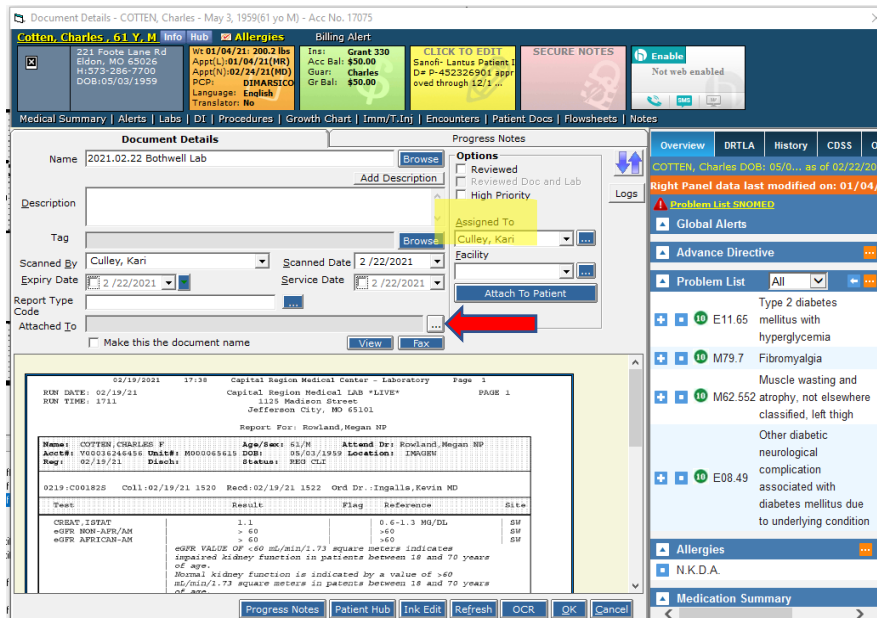


- Select patient and category the document should go to and click OK
- Rename document following naming convention

# How to Split Faxes on Desktop eCW Version



d. Assign to PCP or nurse and attach a diagnostic order or referral if needed.

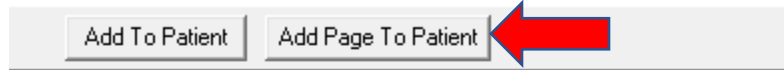


## 7. If there are multiple patients in same fax:

## How to Split Faxes on Desktop eCW Version

- a. Click on the Add page to patient

Fax Inbox



RUN DATE: 02/19/2  
RUN TIME: 2302

- b. Follow the same steps as above to attach to patient. When complete you will right click on the blue bar on the selected fax and choose delete current page.

Name
ftpFaxDoc_18889798868_8c592e7c7c404467bfeee8ef521fd9cb_20210225155341854.tiff
ftpFaxDoc_18889798868_eaec32faea8a48c3893e570ec6aeedd9_20210225160113043.tiff
ftpFaxDoc_18552289703_e59ce711dc1d4826b2ec78ba18d2605a_20210225160113682.tiff
ftpFaxDoc_16608262661_8bec5aa0ce3b4668b8025b09d6c287c9_20210225160544299.tiff

- c. When you get to the last patient it will ask you if you want to delete this document. Click OK.