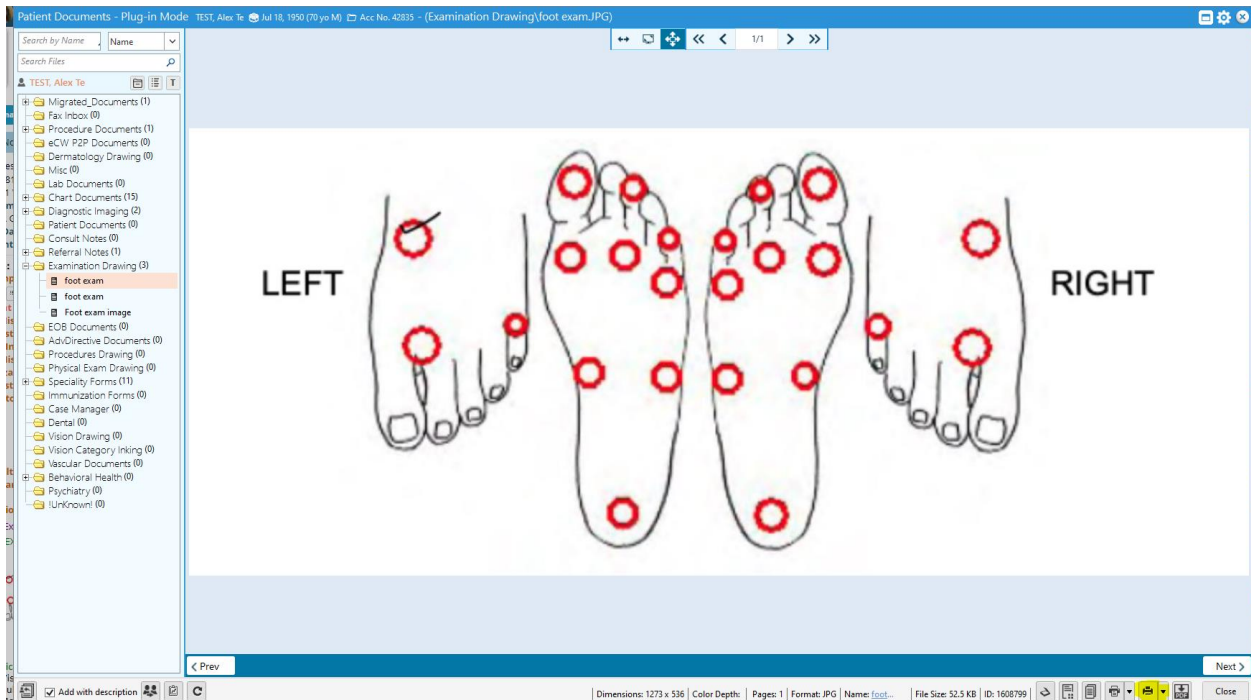
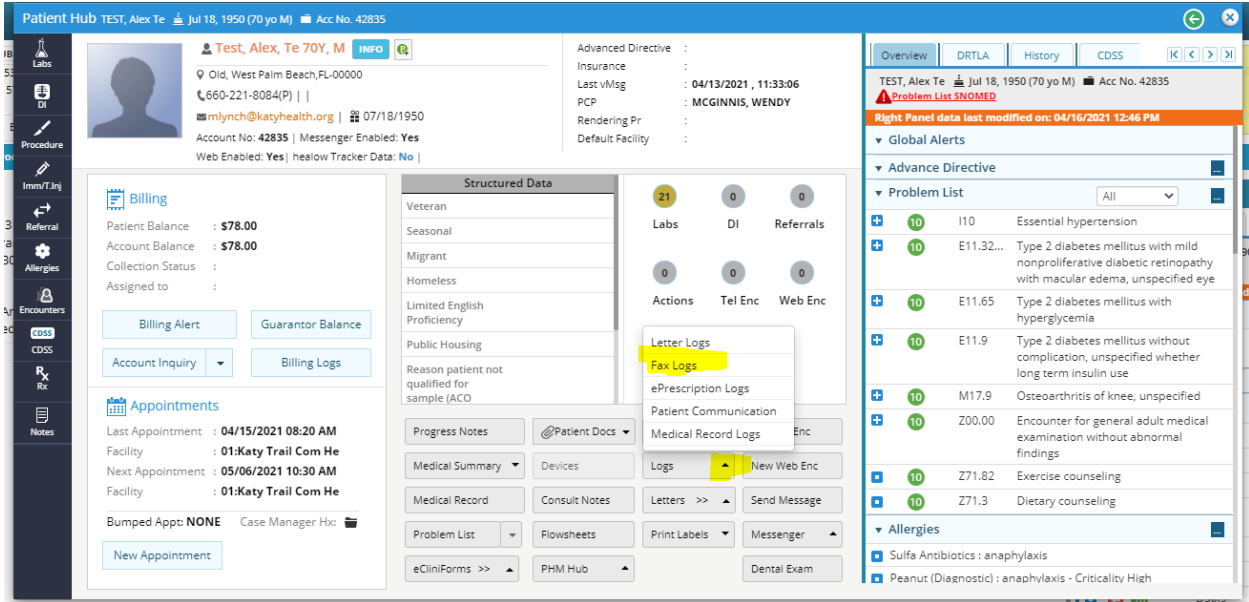
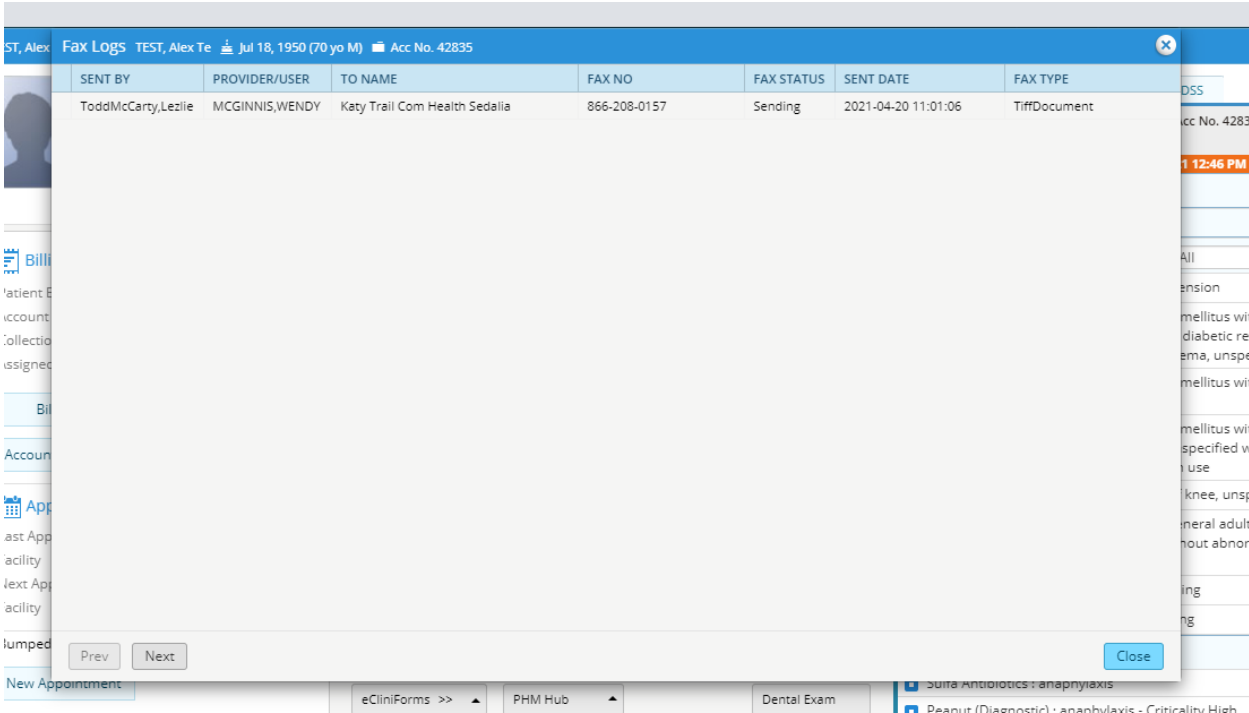


## Procedure for faxing documents in eCW

- Look up patient whose document you want to fax.
- In the patient hub click on patient documents.
- Choose the document you want to fax.
- Click on the fax icon – if you click on the arrow next to the fax icon you have the ability to fax with timestamp notes.



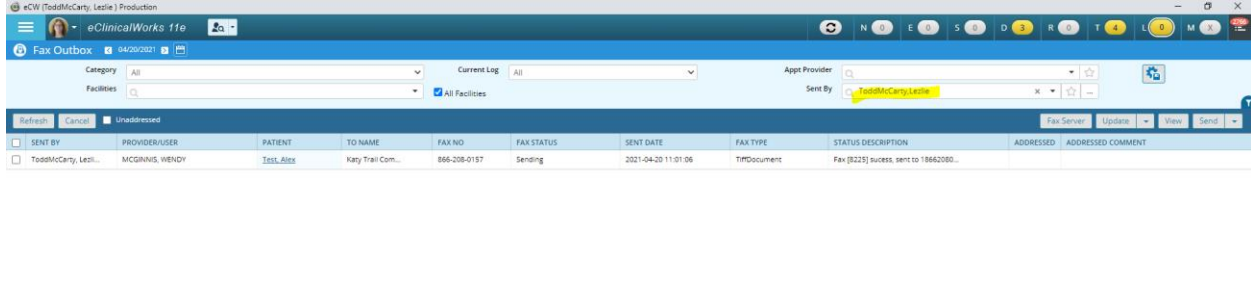
- Once you hit fax or fax with timestamp notes the following screen appears and you will need to fill out the information: To and From. At this time we do not have a cover letter to attach. For that reason I would fax with timestamp. Hit send.
- To make sure your fax went you can go back to the patient hub and click on logs – fax logs.

SENT BY	PROVIDER/USER	TO NAME	FAX NO	FAX STATUS	SENT DATE	FAX TYPE
ToddMcCarty,Lezlie	MCGINNIS,WENDY	Katy Trail Com Health Sedalia	866-208-0157	Sending	2021-04-20 11:01:06	TiffDocument

- If I have sent several faxes for several patients and want to be efficient I can also go to my D jellybean – hover over the D and choose fax outbox – it will show all faxes sent. I can look at just the ones I sent by changing Sent by to My name.

## How To fax a Document in eCW



- You can also hover over the D and chose failed faxes to see if the fax failed.