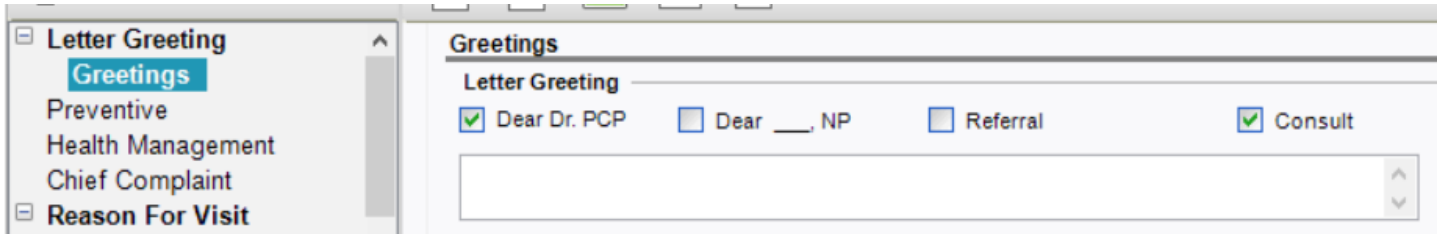
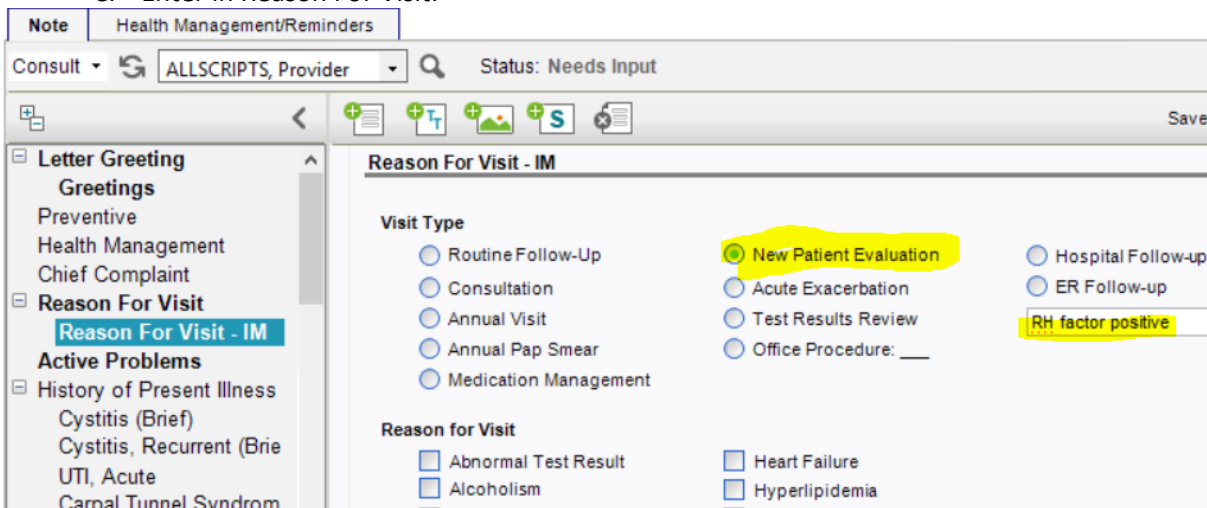


Carbon Copy Note

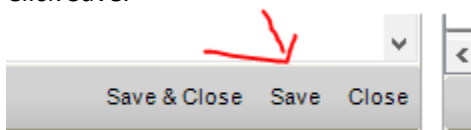
1. Open a New Note for the physician. Specialty is Rheumatology
 - A. New Patient: Consult
All established appointments: Follow Up
 - B. Add the Referring Provider's name in Referring Provider: and choose type of encounter.



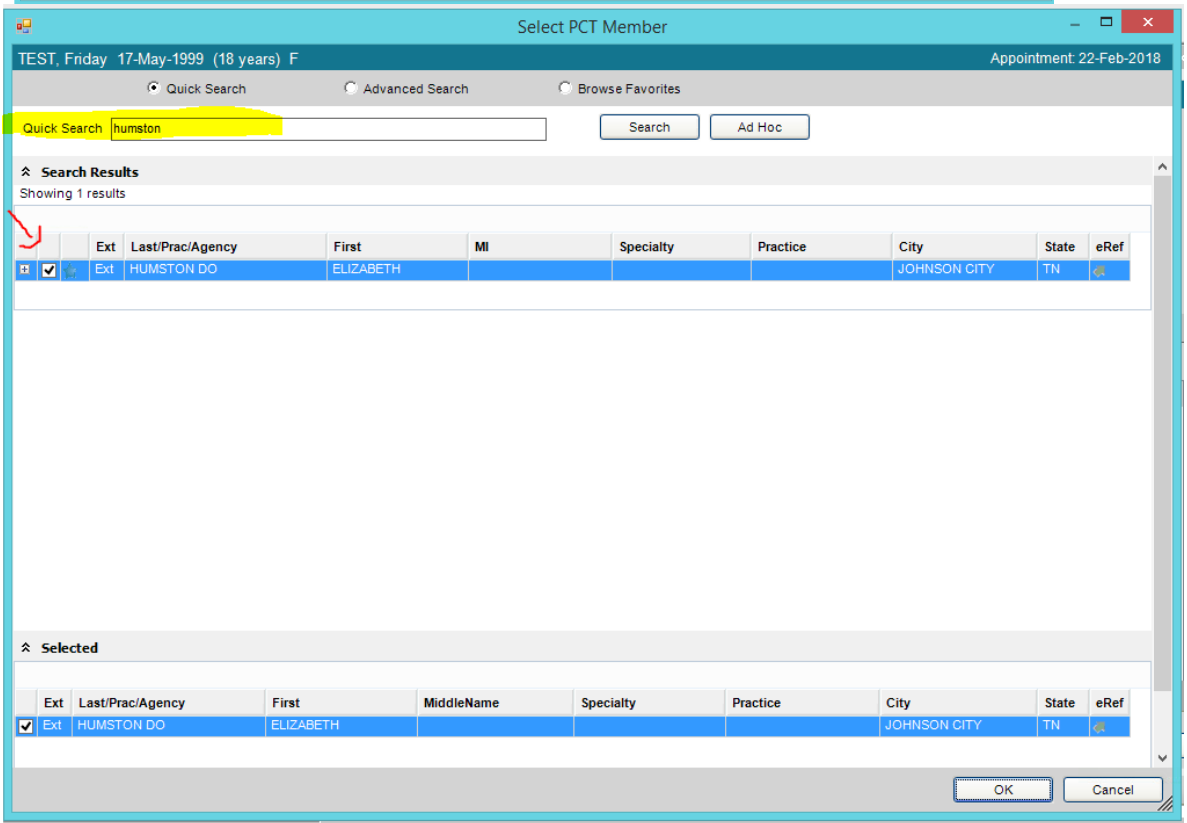
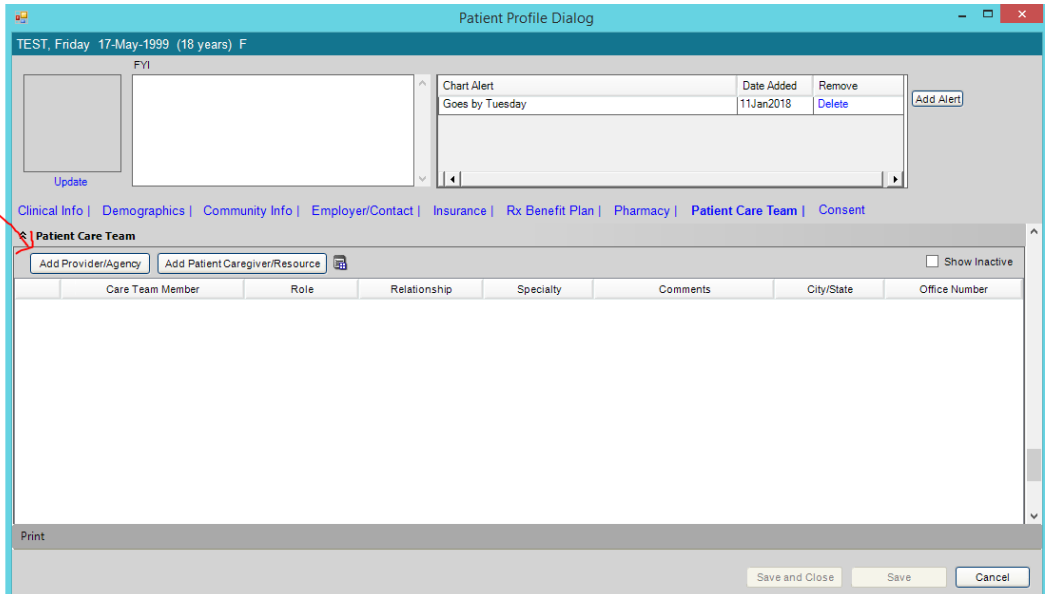
- C. Enter in Reason For Visit.



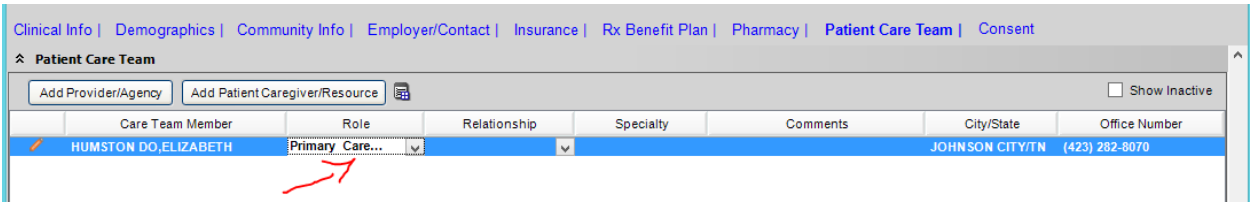
- D. Click Save.



- E. Enter the PCP or Referring Provider in the Patient Care Team, **if not previously added.**
 - i. Open Patient Profile Dialog box and Choose Add Provider/Agency.

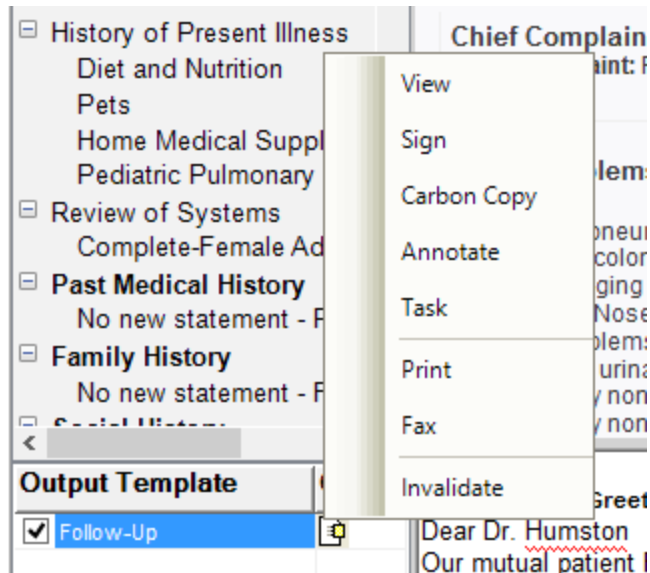


i. Add the Role and Save and Close. Be sure to include the fax #.

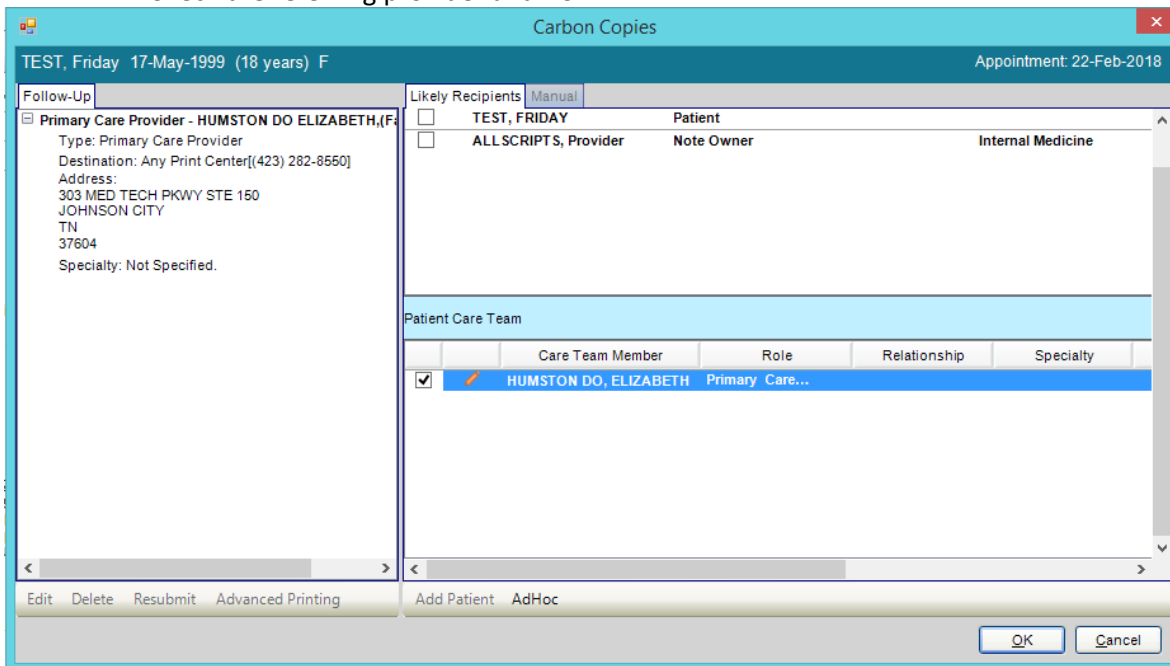


ii. Carbon Copy to PCP or Referring Provider.

i. Right click on the Output and chose Carbon Copy.



iii. Check the referring provider and PCP.



- i. If the physician is an ETSU Allscripts provider, then this will send a task to the physician to review the note.
- ii. If the physician is an outside provider, then this will send the note as a fax automatically.
- iii. If the physician is not set up in the system with a fax number, you will receive a task to print and fax.
- iv. If the physician is not set up in the system, please send a request to the ETSU Helpdesk to add the provider to the referring provider list.
- v. Click Ok to close the Carbon Copies box.
- iv. Save and Close the Note.