

Faxing Documents from Allscripts

Individual notes, sections of a chart, lab results, imaging reports, etc. can be faxed directly from the EHR. Whenever a document needs to be faxed from Allscripts, use the following steps as a guide.

1. Locate the document that needs to be faxed from the patient's Clinical Desktop. In this example, an established note on FEMALE TEST needs to be faxed. Right click on the document and select "Fax."

The screenshot displays the Allscripts EHR interface for a patient named TEST, FEMALE D. The patient's demographic information is visible at the top, including age (15 Years), sex (F), and various insurance and contact details. The main area shows a list of chart items, with a context menu open over one of the items. The 'Fax' option in the menu is highlighted with a red circle. A red arrow points from the 'Fax' option towards the right side of the screen, where a 'Patient Worklist' section is visible. Below the worklist, there is a 'Vital Signs' section with a table of data.

Data Includes: All		17 Aug 2011	04 Aug 2011	25 May 2011
Item Name	Graph	5:05 PM	1:18 PM	12:00 AM
Systolic	<input type="checkbox"/>	120	120	
Diastolic	<input type="checkbox"/>	80	88	
Temperature	<input type="checkbox"/>	72 F	59 F	
Heart Rate	<input type="checkbox"/>	78	88	
Respiration	<input type="checkbox"/>	16	16	

2. The Fax Dialog box will pop up, in which you should enter the destination and fax number for the intended recipient. You can also search for internal providers and referring providers that are in the system by clicking on the binoculars under "Recipient Info." Be sure the radio button has been selected correctly. The Provider button is used for searching internal providers; the Referring Provider button is used for providers outside of the organization.

TEST, FEMALE D Age: 15 Years DOB: 01/01/1996 H Phone: (423)433-6003 FYI: 
 Sex: F PCP: Nunley, Diana MRN: 001000637456501 Security: No
 Allergies: Yes Pri Ins: BLUE SHIELD OF TN Other: 0013722244

Select Patient  

Clincian

Problem Notes Labs Imaging

All Notes None

73 of 426 Chart Items (56 Invalid and 225 Audit)

- Referral Letter (Established) - Ahmad, Was
- Established (Established) - Ahmad, Wasee
- Established (Established) - Gerayli, Feresh
- Surgery - Missed Appointment (Referring)
- ACOG Pre-OB - Briggs, Monaco, Enc: 22S
- Sports Concussion Assessment (Sports C
- Established (Established) - Beaudoin, Cele
- sPsychology Notes - AHSAdmin, AHS; Enc
- Letter to Patient (Patient Letter) - Mullins, .
- Letter to Patient (Patient Letter) - Garland,
- Nurses Note (Nurses Note) - Bochis, Melai
- ACOG Flowsheets & Labs - Garland, Bridg
- CDA - TVW Generated - Garland, Bridget; Er
- ACOG Initial PE - Conner, Patricia; Enc: 25
- ACOG Progress Note - Conner, Patricia; E
- ACOG Progress Note - Conner, Patricia; E
- ACOG Initial PE - Conner, Patricia; Enc: 25
- ACOG E Form - Conner, Patricia; Enc: 25J
- Nurses Note (Nurses Note) - Wagner, Ash
- Nurse Telephone Note (Nurse Telephone N
- Established (Established) - ALLSCRIPTS, F

Fax Dialog

Fax

Server Info

Server: Any Print Center

Recipient Info

Provider Referring Provider

Provider:

Destination

To: Allscripts Provider

From: Garland, Bridget

Fax Number:

Comment:

Document Info

Document: Admin Letterhead

Save as Default Document

OK Cancel

1 2 3 +
 ABC DEF
 4 5 6 ext.
 GHI JKL MNO
 7 8 9 clear
 QRS TUV WXYZ
 * 0 # back graph 17 A
 OK Cancel

- Type in the name of the provider you wish to fax, and click on "Search." Highlight the correct provider and click on "Ok."

Select a Referring Provider

Name like: brashea Search

Drag a column header here to group by that column.

Name	Specialty	Location
BRASHEAR		3 PROFESSIONAL PARK DR.

OK Cancel

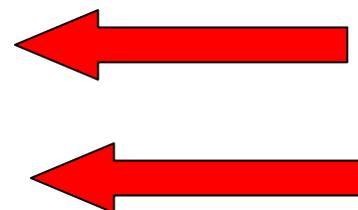
Referring Provider

To:

From: Garland, Bridget

Fax Number:

- Add any comments you wish to make on the fax cover sheet under “Comments,” and make sure the correct letterhead is selected under “Document.” In the example below, the note is being faxed to Allscripts Provider, fax number (423) 433-6060, and a comment has been added in the Comment box. The letterhead is Bristol Family Medicine (BFM Letterhead). Click “Ok” and the fax will be sent.



- If you would like to know if the fax was sent correctly, go to User Options on the Horizontal Toolbar and under the Print Queue tab, you can locate your fax. If the job was sent properly, the Progress status will read “Job Completed Successfully.”

Queued	Type	Destination	Patient	MRN	User	Status	Progress	#'s
10/20 11:57 AM	FAX	4233026239	CHAPMAN, PAULA A	00100001656050	gillispie	Active	WaitForModem- Status: 1,	0
10/20 11:56 AM	SCRIPT		WALLS, TARA	00100064015820	alvir	Complete	Job Completed Successfully	0
10/20 11:56 AM	SCRIPT		GREENE, JOANNA M	00100062948050	foulkb	Complete	Job Completed Successfully	0
10/20 11:56 AM	SCRIPT		HOEFKER, CHERROKEE R	00100058915690	perrymanj	Complete	Job Completed Successfully	0
10/20 11:55 AM	SCRIPT		BURKE, GEORGE W	00100034896710	thomsond	Complete	Job Completed Successfully	0
10/20 11:55 AM	SCRIPT	AHS Report	BURKE, GEORGE W	00100034896710	thomsond	Complete	Job Completed Successfully	0
10/20 11:55 AM	SCRIPT	AHS Report	BURKE, GEORGE W	00100034896710	thomsond	Complete	Job Completed Successfully	0
10/20 11:55 AM	PRINT	BFM Nurse Station 2	BURKE, GEORGE W	00100034896710	thomsond	Complete	Job Completed Successfully	0
10/20 11:55 AM	PRINT	OB/GYN Hall A/QETSU	PAUL, DUSTI	00100044911060	weitsi	Complete	Job Completed Successfully	0
10/20 11:55 AM	PRINT	OB/GYN MED REC (QETSU)	VARGHESE, HIMA	00100064772280	johnstont	Complete	Job Completed Successfully	0
10/20 11:53 AM	SCRIPT		FASICK, ANNELLA E	00100065687290	grotht	Complete	Job Completed Successfully	0
10/20 11:52 AM	SCRIPT		HALL, ELEANOR	00100055449940	moorej	Complete	Job Completed Successfully	0
10/20 11:49 AM	SCRIPT		WALLS, TARA	00100064015820	alvir	Complete	Job Completed Successfully	0
10/20 11:46 AM	PVIEW		SEXTON, ROSEMARY	00100042545530	crossj	Complete	Job Completed Successfully	0
10/20 11:46 AM	PRINT	Kingsport_Internal	BRUNER, JUNE	00100027130550	wigginsp	Complete	Job Completed Successfully	0
10/20 11:45 AM	FAX	4234336060	TEST, FEMALE D	00100063745650	garlandbr	Complete	Job Completed Successfully	1
10/20 11:41 AM	SCRIPT		POE, BRENDA N	00100057628770	switalskir	Complete	Job Completed Successfully	0
10/20 11:40 AM	PVIEW		STANLEY, JAMES R	00100041804770	baldwinc	Complete	Job Completed Successfully	0
10/20 11:39 AM	PRINT	BFM Nurse Station 1	WILSON, CHARLOTTE R	00100054672380	mccormicka	Complete	Job Completed Successfully	0
10/20 11:38 AM	SCRIPT	AHS Report	REED, HUBERT M	00100055841490	suzukik	Complete	Job Completed Successfully	0

The Print Queue can be filtered (searched) by specific user or patient by clicking on the “Search” button. The drop down menu at the top (defaulted to “Current Queue”) can be changed to look list the last 10 days. The tabs across the top of the screen will filter by job status (All, Failed, Canceled, Idle, On-Hold, Active, Posted, Complete).

Job Queue (All) - 359 Items Personalize

Sites (All) Current Queue

Queued	Type	Destination	Patient	MRN	User	Status	Progress
10/20 01:43 PM	PVIEW		WRIGHT, TRISTA M	00100050616680	vinesp	Complete	Job Completed Successfully
10/20 08:56 AM	SCRIPT		WRIGHT, KEITH	00100064260350	thomsond	Complete	Job Completed Successfully
10/20 09:24 AM	PRINT	JCFM_Atrium_Prescription	WORLEY, AMANDA B	00100042182850	alvir	Complete	Job Completed Successfully
10/20 09:24 AM	SCRIPT	AHS Report	WORLEY, AMANDA B	00100042182850	alvir	Complete	Job Completed Successfully
10/20 11:07 AM	SCRIPT		WOOSLEY, JENNIFER L	00100049302930	alvir	Complete	Job Completed Successfully
10/20 01:35 PM	SCRIPT		WILSON, DOUGLAS	00100056734130	karakattus	Complete	Job Completed Successfully
10/20 11:39 AM	PRINT	BFM Nurse Station 1	WILSON, CHARLOTTE R	00100054672380	mccormicka	Complete	Job Completed Successfully
10/20 08:51 AM	SCRIPT		WILFORD, DEBORAH	00100059148820	suzukik	Complete	Job Completed Successfully
10/20 11:29 AM	FAX	4238444588	WHITE, JOE D	00100001206670	greenek	Complete	Job Completed Successfully
10/20 01:28 PM	PRINT	BFM Nurse Station 2	WESTON, BETSEY H	00100053431730	thomsond	Complete	Job Completed Successfully
10/20 01:29 PM	SCRIPT		WESTON, BETSEY H	00100053431730	thomsond	Complete	Job Completed Successfully
10/20 01:04 PM	PVIEW		WEEMS, COLLEEN K	00100050739030	zagorskib	Complete	Job Completed Successfully
10/20 01:23 PM	PRINT	Kingsport_Internal_Medicin	WARD, ROY	00100001685590	rollerl	Complete	Job Completed Successfully
10/20 10:27 AM	SCRIPT		WARD, ROY	00100001685590	summersj	Complete	Job Completed Successfully
10/20 09:51 AM	SCRIPT		WARD, JULIA A	00100030156580	lancasterb	Complete	Job Completed Successfully
10/20 11:49 AM	SCRIPT		WALLS, TARA	00100064015820	alvir	Complete	Job Completed Successfully
10/20 11:56 AM	SCRIPT		WALLS, TARA	00100064015820	alvir	Complete	Job Completed Successfully
10/20 12:50 PM	SCRIPT		WAGNER, VICKIE	00100054599040	skorupaj	Complete	Job Completed Successfully
10/20 12:52 PM	SCRIPT		VILLERS, HARRISON H	00100065694380	grotht	Complete	Job Completed Successfully
10/20 12:55 PM	SCRIPT		VILLERS, HARRISON H	00100065694380	grotht	Complete	Job Completed Successfully
More...							

Details... View... View Cover Re-route... Resubmit Cancel Search

Things to Remember about Faxing

- Keep in mind the **number of pages** you plan to fax. Lengthy documents tend to fail during transmission.
- If a patient needs their entire medical record sent to another provider, consider sending another way (by mail, by CD, etc.). Some charts are too large for the system to handle efficiently. You might also consider sending one section at a time.
- Before resending a document, check the Print Queue. The job could be idle, waiting for the modem or a busy signal to clear.