## TITLE: Auto Fax Setup and Testing

## PRINCIPLE:

Doctor offices can have their lab reports set up to automatically fax throughout the day in Soft. This is set up in the Doctor’s setup and the Remote Printing setup. Once a fax is setup, a test fax is sent and the doctor’s office is called to verify receipt of the report. The faxing setup is tested with the doctor’s office, to ensure that the patient’s results get to the correct doctor, and HIPAA is followed.

**PERSONNEL:** LIS Analyst

## STEPWISE PROCEDURE:

1. Login to the SoftLab application.
2. Click on the Remote Printing icon.
3. Click on the Remote Printing Setup icon.
4. Click the the“Add” button.
5. Assign a Remote Modem ID, using the next sequential ID. Enter the fax number in the Phone Number field, using the following format: 9,1XXXXXXXXXX. The Baud Rate is always 9600. The Printer Type is FAX; select it from the drop down menu. In the Client Location field, enter the Physician name or Practice Name. Click OK
6. Click Save.
7. Using Soft, manually expedite the fax to the physician.
	1. In Order Enter, pull up one of the orders for out test patient, ISTEST1 TESTX.
	2. Click the printer icon , then select Instant Report
	3. In the Instant Report window, click the “Fax To” button. Then, click the “Remote Printers” tab.
	4. In the ID field, enter the Remote Modem ID that was created for the Physician, make sure the Fax Cover sheet box is checked, and then click ok. The fax has now been sent.
8. Contact the Physician’s office to confirm they received the fax.
	1. If they did not receive the test fax, a review is made to the fax number or setup and a correction is made and the station retested.
	2. If the fax is received by the office, the setup is finished.
	3. The LIS Analyst retains the testing records.
9. Assign the Modem ID to the Doctor in Doctor Setup
	1. Under Setup, click Doctors. Enter the doctor name or ID and click Find.
	2. Click Edit, and then click the Printers and Reports Tab. Select the Modem ID that was just created in the “Batch Printer” field from the drop down menu. Click Save.
10. Faxes can now be automatically generated to the Physician, see Procedure 4840-LIS-232.