

# HOW TO

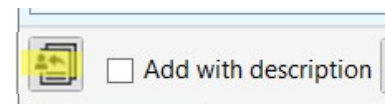
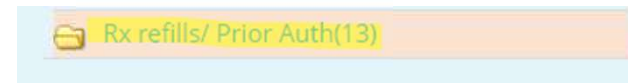
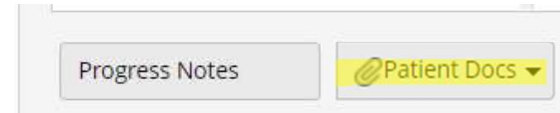
Fax and Ink edit within eCW

03/2022

# How to **add** document to patient chart

## Add Local Document

- Scan document to your email
  - Save from email as pdf to desktop
- Select patient chart
- Go to patient docs from Hub
  - Plug in Mode
- Select title of section you would like document added (Rx refills/PA)
- Select ADD LOCAL on bottom left of screen
  - Double click document you want in chart from files
- Rename document appropriately
  - Right click document and mark update



# Faxing

## **What can be faxed**

- Referrals
- Chart notes
  - Labs
- Enrollment forms
- Insurance information
- Medical records

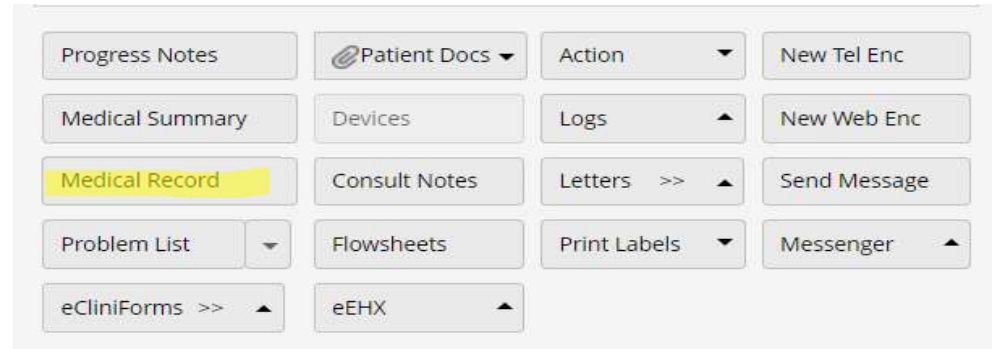
\*Multiple docs at the same time

## **How does this help**

- No printing /decrease scanning
- Monitor fax access logs within patient chart

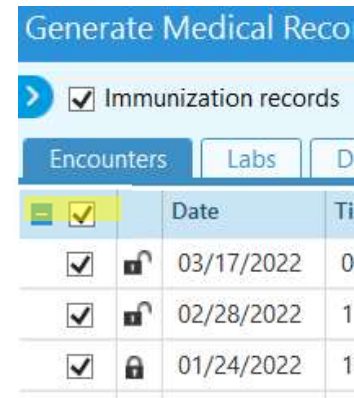
# Medical Record faxing

1. From the patient hub- select medical record



2. Once Medical record selected

- Unselect all documents and tabs
- Select specific items needed for fax



# Medical Record faxing

3. Once items are selected you want to fax, click **Generate Medical Record** on the bottom right of the screen

4. Hover over the arrow pointing up and select **send fax**

5. Select where fax is being sent

- type in name or use drop down box and select providers/pharmacies

- place a **1** in front of fax number in the first box IF adding fax number by hand

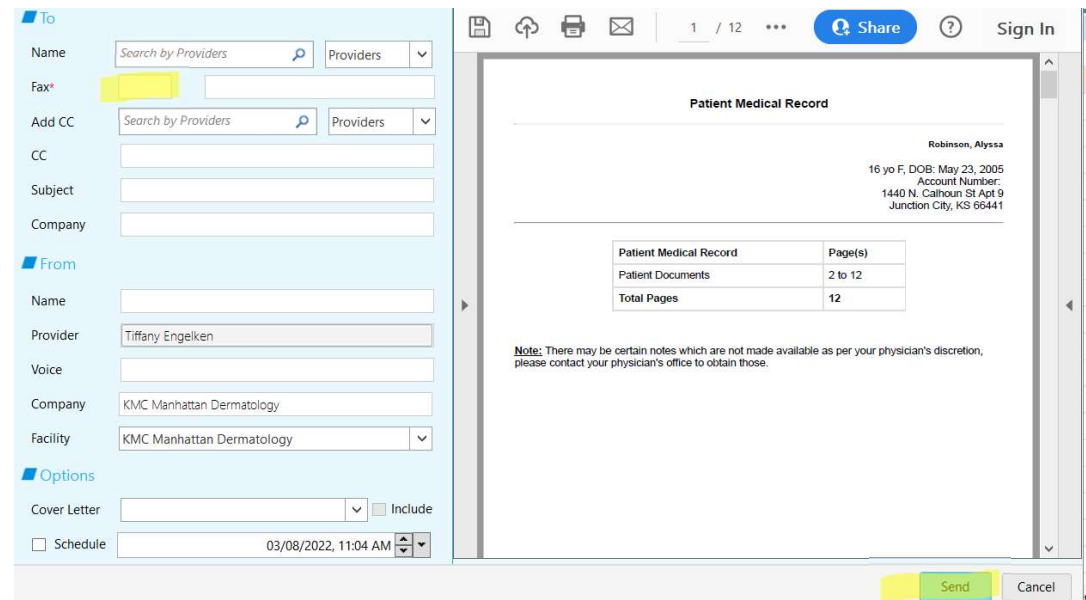
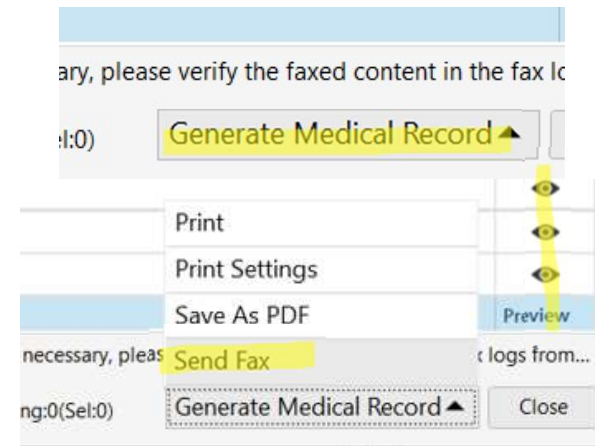
-add subject accordingly

(for PAs, add case ID here)

-update from section (auto populates from designated assigned location)

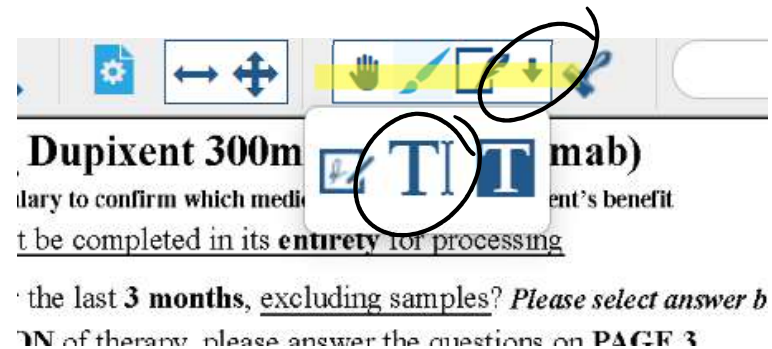
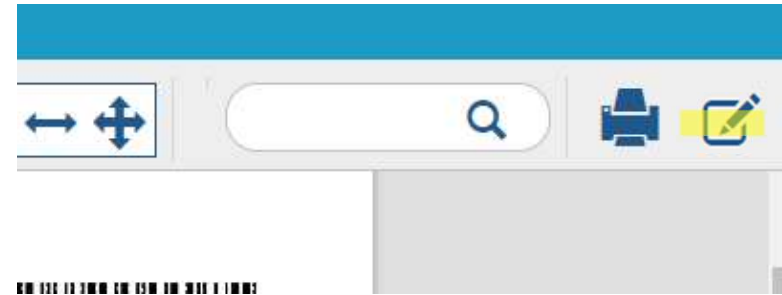
- preview fax to determine correct pages are included

6. **Send = fax**



# Ink edit

1. Open D bean
2. Top right corner, click on the square with a pencil
  - a box with 3 selections will pop up in the top middle bar of the D bean
  - use the drop down arrow for the Text box option



# Text box –ink edit

1. You can place a text box anywhere on the document
2. Free text information needed

## SIGNATURE

- Select the square with the feather, then click on document where signature is needed
- Use the pen pad, finger or stylist to sign

**TO BE COMPLETED BY THE PATIENT** See checkli

**1 Patient Information**

insert text here

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Date: \_\_\_\_\_



**Dupixent 300m** (Dupixent (dupilumab))

Primary to confirm which medication is best for your child's benefit

It must be completed in its **entirety** for processing

the last **3 months**, excluding samples? Please select answer b

ON of therapy, please answer the questions on **PAGE 3**

Collaborating |  
Provider Trans |  
**HCP Distributi**  
Site Name: \_\_\_\_\_  
Business Hour |  
Address (Street |  
Please note, Fl |

**3 HCP**

My signature |  
and the terms |

**HCP SIGN**

Sign Here

Cancel Clear Add Signature

## Saving ink edit

1. You can click the save button on the top right of the document
2. You can exit the D bean and save
3. You can mark **okay** on D bean section

