# HOW TO

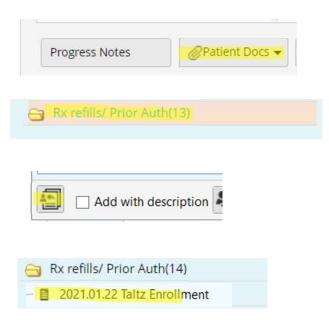
Fax and Ink edit within eCW

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

Progress Notes		⊘Patient Docs ▼	Action •	New Tel Enc
Medical Summa	ry	Devices	Logs 🔺	New Web Enc
Medical Record		Consult Notes	Letters >> 🔺	Send Message
Problem List	•	Flowsheets	Print Labels 🔹	Messenger -
eCliniForms >>		eEHX 🔺		

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Encou	inters	Labs	D
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	ALC: N		

2. Once Medical record selected

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

V Immuniz	ation reco	rds 🖌 Therapeutic	Injections 🖌 Med	ical Summary		
Encounters	Labs	Diagnostic Imagi	g Procedures	Patient Documents	Referral (Incoming)	Referral (Outgoing)
	**	Time	Status Dr	avidar		

### 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)

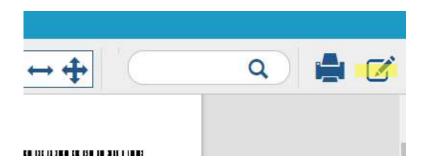
- preview fax to determine correct pages are included

6. **Send = fax** 

	Generate Medical Record					
	•					
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Print Settings	•					
Save As PDF	Preview					
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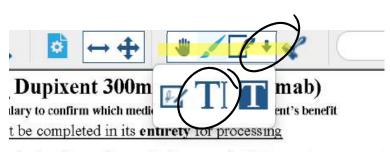
# Ink edit



- 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



• the last **3 months**, excluding samples? Please select answer b **N** of therapy, please answer the questions on PACE 3

## 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 checkl

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### Saving ink edit

- 1. You can click the save botton 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

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78) 2. No Provider			

