# HOW TO

Fax and Ink edit within eCW

03/2022

## How to add document to patient chart

## Add Local Document

- Scan document to yourself
  - Save as pdf to desktop
- Select patient chart
- Go to patient docs from Hub
  - Web 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

Progress Notes
WEB MODE
C Rx refills/ Prior Auth(13)
Add Description Add Local Options
<ul> <li>Quick access</li> <li>Desktop</li> <li>Downloads</li> <li>Dani PA</li> <li>Documents</li> <li>Pictures</li> <li>Biologic PA</li> <li>Dani PA</li> <li>Enrollment form:</li> <li>PAP</li> <li>OneDrive - Person ~</li> </ul>
Rx refills/ Prior Auth(14)
APEX DERMATOLOGY-02-2022     2021.01.22 Taltz Enrollment

## 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 Medical Summary		⊘Patient Docs ▼	Action •	New Tel Enc
		Devices	Logs 🔺	New Web Enc
Medical Record		Consult Notes	Letters >> 🔺	Send Message
Problem List	•	Flowsheets	Print Labels 🔻	Messenger
eCliniForms >>		eEHX 🔺		

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> 🗸 I	mmu	inization recor	ds
Encou	inters	Labs	D
		Date	Ti
$\checkmark$	n	03/17/2022	0
~	n	02/28/2022	1
~	0	01/24/2022	1

2. Once Medical record selected

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

Immunization record	rds 🖌 Therapeutic Inje	ctions 🖌 Medical Summary		
Encounters Labs	Diagnostic Imaging	Procedures Patient Documents	Referral (Incoming)	Referral (Outgoing)
Data	Time	Status Dravidar	. dir	D

# 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** 

: <b>I:0</b> )	Generate Medical Record					
		•				
	Print	•				
	Print Settings	•				
	Save As PDF	Preview				
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From							Patien	t Medical Record		Page(s)			
Name							Total P	ages		12			
Provider	Tiffany Engelken				Note: Th	nere may l	be certain r	notes which are n	ot made avail	able as per you <mark>r phys</mark> ic	cian's discretion	ũ .	C .
Voice					please co	ontact you	ır physiciai	n's office to obtain	those.				
Company	KMC Manhattan Dermatology												
Facility	KMC Manhattan Dermatology		~										
Options													
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Schedule	03/08/2	022, 11:04 AM	* *									~	
											Send	Cancel	

# Ink edit



- 1. Open D bean-Web Mode
- 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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A MI You have unsaved	data Click Save to	o retain you	ir changes.
r, Ed	Don't Save	Cancel	
78) 2. No Provider			



# How to ink edit consent forms

- While in patient chart/HUB
  - Select patient documents
    - WEB MODE
    - Bottom left corner, select options with the arrow pointing up
    - Select Ecliniforms

Progress Notes	⊘Patient Docs ▼	Action	•	1				
	⊘Patient Docs ▼	Action	•					
	Patient Doc - Web Mode							
	Patient Doc - Plug	Patient Doc - Plug-in Mode						
	No Favorite Tag Group(s) Configured							



# This is what pops up when you select Ecliniforms

Select your clinic specific form



### Select the consent form you need and it will pop up on the right side to edit

### 🔺 덬 Derm Manhattan

- Cosmetic Limited Patient Waiver-Manhattan
- Botox InjectionSiteRecord
- Cosmetic Price Sheet
- Juvederm Voluma Consent
- Sculptra consent
- Botox Dysport Face Only
- Defer Path Consent
- V Beam Consent
- Glycolic Acid Peel consent
- Informed consent for procedures Manhattan
- Injections and Procedures Consent form Manhatta
- 🔺 🔁 Derm Legends

### INFORMED CONSENT FOR DERMATOLOGIC PROCEDURES

My signature on this form authorizes Dr. Majdy Albahhar or Tiffany Engelken, APRN or a designated associate to perform the following surgical procedures:

### understand that tissue sent to pathology may require additional testing beyond routine studies which may include a pathology consultation from an outside lab.

I have been informed and I understand the potential risks inherent to the performance of any surgical procedure, such as blood loss, infection, reaction to anesthesia, reaction to antibiotic ointments and/or adhesive bandages, permanent numbness or loss of sensation, and localized paralysis. I understand that after the performance of any surgical procedure that I would be left with a scar that could potentially be raised, depressed, itchy, or painful. I also understand that I may find this scar to be cosmetically unacceptable, but that is one of the risks to the performance of this procedure. I also realize that I could be left with permanent lightening or darkening of the skin at the procedure site. Finally, I understand that these or other natural unforescen complications may result from the surgical procedure.

### Surgery patients only:

I have reviewed with the provider regarding the surgery site that is to be removed today and we both agree with the same site.

### I am also confirming with my signature the following:

- 1. I (am/am not) pregnant.
- 2. I (do/do not) require antibiotics before surgical or dental procedures.
- 3. I (am/am not) taking aspirin, Coumadin, Plavix, Vitamin E, or any other blood thinners.
- 4. I (am/am not) allergic to numbing medication such as lidocaine or epinephrine.
- 5. I (am/am not) allergic to Polysporin or Neosporin (triple antibiotic ointment).
- 6. I (do/do not) have a pacemaker or defibrillator.
- 7. I (am/am not) HIV or AIDs positive.
- 8. I (am/am not) positive for any type of Hepatitis.
- 9. I (am/am not) allergic to lodine.

Signature of Patient or Legal Guardian

Date

Date

Signature of Witness

Updated: 03/08/2019

# On the bottom right corner of the consent page is a paint brush button -SELECT PAINTBRUSH TO EDIT



When edit button is selected, the top tool bar will appear





A will be your text Box

**Pen to Paper** will be your free hand marking tool

**Pointed Pen** will be your signature pad

### INFORMED CONSENT FOR DERMATOLOGIC PROCEDURES

vfy signature on this form authorizes Dr. Majdy Albahhar or Tiffany Engelken, APRN or a designated associate to perform the following surgical procedures:

### Biopsy of R Lateral Shoulder

### Funderstand that tissue sent to pathology may require additional testing beyond routine studies, which may include a pathology consultation from an outside lab.

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- 9 I (am/am not) allergie to Iodine

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6/11/2022 1:39 PM (CDT)

### 06/10/2022

Signature of Patient or Legal Guardian

Date

Del 11/2022 1.30 PM (CRT)

06/10/2022

Updated \$11(2922

38 PM (CE

Use **A** for text box typing for your locations

Use **Pen to Paper** for mark up questions

Use **Pointed Pen** for signature - this will date and time stamp automatically under the signature

Once you mark up, select the **floppy disk** picture below to save



