## How do I sign inbound faxes on the iPhone?

07/08/2024 7:24 pm EDT

If an inbound fax arrives that either requires a signature or should be copied to the patient's documents, you may use the iPad EHR app to sign inbound faxes and copy files to your patient's documents.

1. Access the Message Center on the app by selecting **Messages** in your mobile app's navigation bar. In your message center, find the fax that you would like to sign by selecting **Incoming Messages** or **Incoming Fax**.

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2. Select the document that needs your signature.

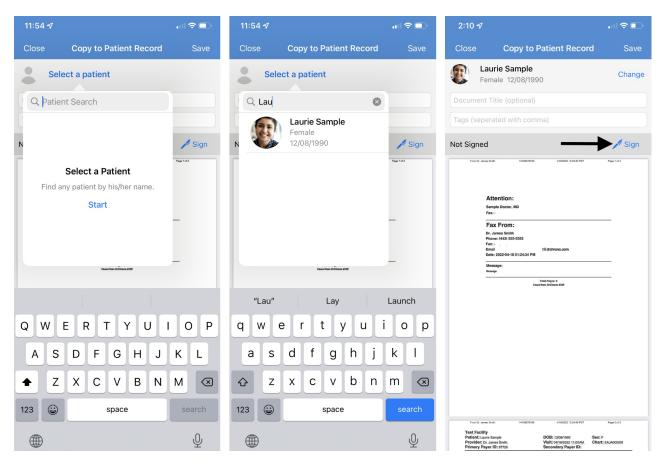
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3. Tap the **Copy to Patient Record** button.

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	Attention: Sample Doctor, MD Fax: Fax From: Dr. James Smith Phone: (43) 555555 Fax: Email: Date: 2022-04-28 12:37:	©drchrono.com 10 PM Total Pages 2 Pares from CrOwno EMR		Page 1 d 2
Appointments	Patients	Messages	[≯=] Tasks	Account

- 4. When you select **Copy to Patient Record**, you will be presented with the ability to:
  - Select a patient (you must select a patient to save the fax once you sign in)
  - Add a title for the document
  - Add document tags
  - Sign the document

To sign the fax, select **Sign** to the right of the page.



## 4. Click on the (

) icon to open the signature box.

If you have a signature saved in DrChrono, it will appear on the top. Simply tap it to insert. You can click **Edit Signature** to add a signature.

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Close Move Draw	Save	Close Move	Draw Save
From Dr. James Smith   4/28/2022 11.37/30 PDT <b>Attention:</b> Sample Doctor, MD   Fax: -   Dr. James Smith   Phone: (443) 555-5555   Fax: +   Email: @drchrono.com   Date: 2022-04-28 12:37:10 PM   Your Pages: 2   Fault from DrChrone BHR	Page 1 of 2	From Dr. James Smith Attention: Sample Doctor, MD Fax: +1 301-850-2018 Fax: +1 301-850-2018 Dr. James Smith Phone: (43) 955-5555 Fax: +1 (410) 927-8199 Email: tomodan, withorfon-sporvdor.23 Date: 2022-04-28 12:37:10 PM Tota Faced for	1Pages: 2 B/Cirono EI/R
Primary Payer ID: 87728       Secondary Payer ID:         .chlef Complaint: Physical Exam	rt: SAJA000001	Edit Si Other S	gnature ignatures

5. Once the signature is added, you can drag the signature box to the desired location. You can also expand or contract the box with the (

) tool. Tap **Save** when finished and your signature will be added to the document.

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	Attention:					
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	Dr. James Smith					
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From Dr.	James Smith	14109278169	4/28/2022	11:37:30 PDT		Page 2 of 2
Test Fac	ility					
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Note: You can also tap **Draw** to add a signature. However, it will not contain the printed name, date, and time, at the bottom of the signature field.

6. After you finish signing the document, fill out the rest of the form then select **Save**.

Your document will be saved to the patient's record. You can access your patient's record by selecting 'Patient History' on your patient's navigation menu.

