

Fax Documents

Last modified on 11/21/2024 9:01 pm EST

You can fax from within the [patient chart](#) or a [clinical note](#). You can also fax documents from a [referral](#).

You can view your fax usage in the **Usage** tab in **Provider Settings**.



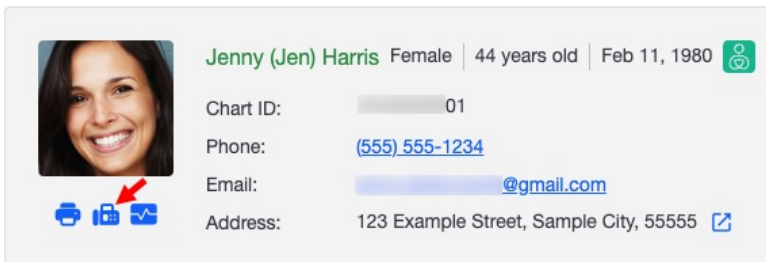
A fax number is required to send and receive faxes.

Fax from within the patient chart

You can fax documents, such as a locked clinical note or patient demographics, from within the patient chart.

Fax patient demographics

1. In a patient chart, select **Fax patient demographics**  in the patient header.








Jenny (Jen) Harris Female | 44 years old | Feb 11, 1980 

Chart ID:

Phone: [\(555\) 555-1234](tel:(555)555-1234)

Email:

Address: 123 Example Street, Sample City, 55555 

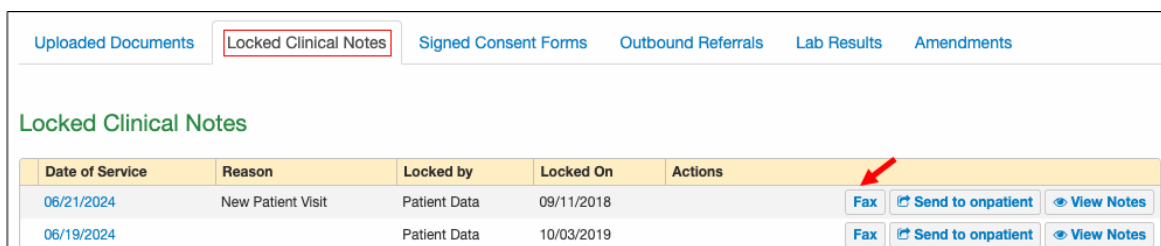
The **Fax Document** window opens.

2. Complete the fields and then select **Send Fax**.

Fax documents







You can fax documents from any tab.

1. Select **Documents** from the sidebar menu and then select the tab where the document is.
2. Select **Fax** in the document's row.



Uploaded Documents | **Locked Clinical Notes** | Signed Consent Forms | Outbound Referrals | Lab Results | Amendments

Locked Clinical Notes

Date of Service	Reason	Locked by	Locked On	Actions
06/21/2024	New Patient Visit	Patient Data	09/11/2018	  Send to onpatient  View Notes
06/19/2024		Patient Data	10/03/2019	  Send to onpatient  View Notes

The **Fax Document** window opens.

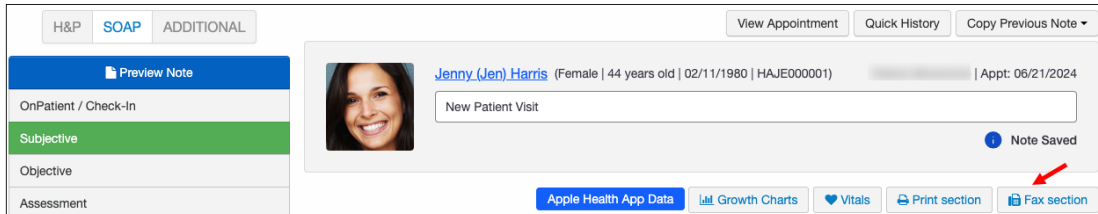
2. Complete the fields and then select **Send Fax**.

Fax clinical notes

You can fax the entire clinical note or one section.

Fax a clinical note section

1. Open a clinical note.
2. Select the section (template/form) and then select **Fax section**.

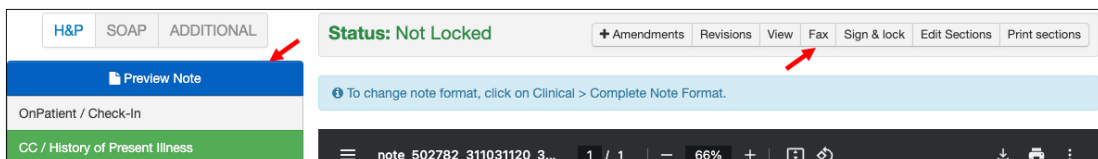


3. Complete the fields and then select **Send Fax**.



Fax a clinical note

1. Open a clinical note.
2. Select **Preview Note** and then select **Fax**.



3. Complete the fields and then select **Send Fax**.



