Fax Documents

Last modified on 08/27/2025 4:36 pm EDT

Fax from within the patient chart | Fax clinical notes

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 **Account** > **Account Settings** > **Usage** tab.

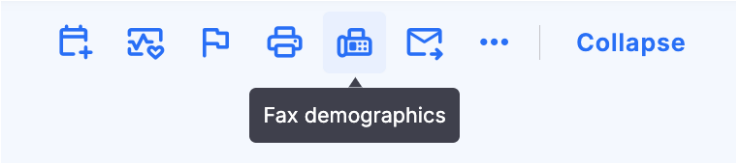
> A fax number is required to send and receive faxes.

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 demographics** in the **Patient Header**.



   The **Fax Document** window opens.

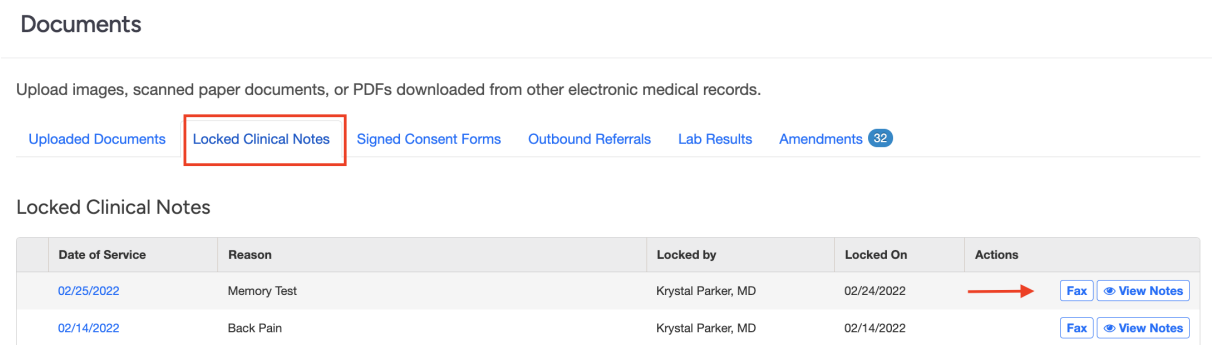
2. Complete the fields and then select **Send Fax**.

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.



   The **Fax Document** window opens.

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

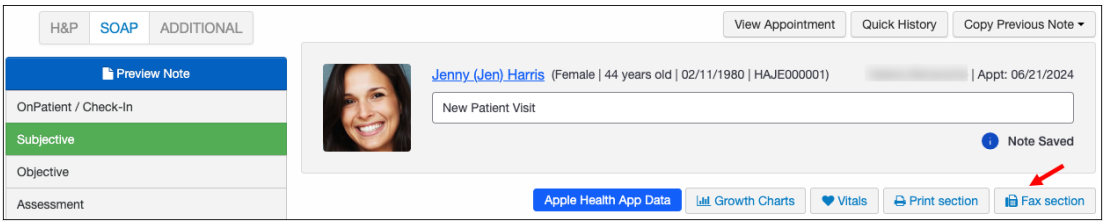
Fax clinical notes

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**.



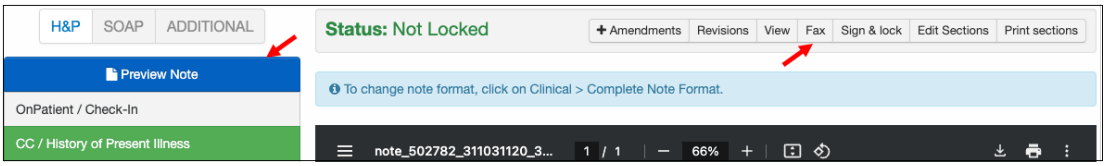
3. Complete the fields and then select **Send Fax**.



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**.


To
Sample Doctor, MD
Fax Number
+1 301-
Message
Enhance Image
Enabling this function, would raise the contrast and brightness of the fax itself. In some cases, faxes with certain text/color discolorations would benefit by having this enabled.
Send Fax