Splitting a Fax

07/08/2024 7:43 pm EDT

If you receive a fax that you need to split between patients or if you need to split multiple pages of a fax into different documents for 1 patient, you can do so through the message center.

1. Navigate to the message center (

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) and open the fax you would like to split.

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Su	м	lo T	ù V	Ne	Th	Fr	Sa		Sun 7	′19 ×	Mon 7/20) ×	Tue 7/21	х	Wed 7/22	х	Thu 7/23 🛛 🕷		Fri 7/24	c	Sat 7/25	×
28	29	9 3	0	1	2	3	4															
5	6	6 7	7	8	9	10	11															
12	10	3 1	4 .	15	16	17	18	9:00am							9:00 - 10:00 am Jenny (Jen) Harris: P		9:00 - 9:30 am B' Jenny (Jen) Harris: Primary	V 9:00 Ama	Inda Jones: Primary		0 - 10:15 am an James: Prima	BW BW

2. Select the page numbers.

Back to Incoming Messages	Mark as Unread	Archive Message	Print	Fax	<	>	Search Messages	Q
🔒 Incoming Fax								Create task
From: Sample Doctor, MD							Wednesday, June 23, 20	021 12:41 PM
Save Attachment to Patient Ch	Q View Doc	ument 🔲 Audit Lo	pg					
Notes								
+ Add		1						
Rotate all pages	C Clockwise	Counter Clockwis	se	1-7				🖉 Split

3. Enter the page ranges that need to be split and click **Confirm**. Repeat the process for other pages if needed.

Back to Incoming Messages	Mark as Unread	Archive Message	Print	Fax	•	Search Messages	Q
🔒 Incoming Fax							Create task
From: Sample Doctor, MD						Wednesday, Ju	ne 23, 2021 12:41 PM
G Save Attachment to Patient Ch	e View Doc	ument 🔲 Audit L	og				
Notes							
+ Add							
Rotate all pages ~	C Clockwise	Counter Clockwis	se	1-3,4-7 ★ Cancel ✔ Conf			Split

4. Select Split.

Back to Incoming Messages	Mark as Unread	Archive Message	Print	Fax		<	>	Search Messages		۹
🔒 Incoming Fax									Create tas	sk
From: Sample Doctor, MD								Wednesday, June 23	3, 2021 12:41	РМ
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Rotate all pages 🗸	C Clockwise	Counter Clockwis	se		1-3 4-7 Combine				🖻 Sp	lit

5. Enter the patient names for the pages selected and click **Split**.

🖨 Incoming Fax	Create task
From: Sample Doctor, MD	Wednesday, June 23, 2021 12:41 PM
Save Attachment to Patient Chart Q View Document Audit Log	☆
Notes	
Rotate all pages C Clockwise C Counter Clockwise	Pages 1–3 Jenny (Jen) Harris
	Pages 4–5 Jenny (Jen) Harris 🐳 🗸 Clear
	Pages 6–7 Michelle Harris
	Cancel Split

6. Once split, the faxes will appear in the documents section of the patient's chart. You can rename the documents by selecting the pencil icon (

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Demographics		Add	new docu	ments for this patie	nt			Select Files to	o Upload	C Syn	c with	box
Appointments												
Clinical Dashboard												
Documents					Incoming Fa	ax (pg. 4-5)				Uplo	ad Fil	es
Eligibility					Incoming Fa	ax (pg. 1-3)						
Tasks	0	Doc	ument Tag	js		1						
Problem List	4	ultra	sound x4 [fax x	1] free draw embed x6] free d	Iraw x3 sonogram x*, im	age x1 All Documen	ts					
Medication List	6											
Send eRx		Uple	baded Doc	cuments								
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Allergy List	4		Date	Description		Additional URL	Document Tags		Fi	ax + Ta ax + Ta		• •
Nergy List Drug Interactions		đ	Date 06/23/2021	Description Incoming Fax (pg. 4-5)		Additional URL	Document Tags	07/06/2021	Fi Fi		sk 🥖	
Send eRx Allergy List Drug Interactions CQMs ntake Data		dr dr	Date 06/23/2021 06/23/2021	Description Incoming Fax (pg. 4-5) Incoming Fax (pg. 1-3)		Additional URL		07/06/2021	Fi Fi	ax + Ta	sk 🖋	•