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.

5	Scheo	dule	1	Clin	ical	F	Patient	s Repo	rts Billin	g Accou	nt Help ^t	ŧ ×						Search			
0	•	Jul		~ 2	2020	~	0	+ Event	🗂 Today	${oldsymbol {\cal C}}$ Refresh	🖶 Print Appts				Jul 19 2020 - Jul 25	₩		Daily Exam Rooms	Docto		Monthly
s	u M	•	Tu	We	Th	Fr	Sa		Sun 7	′19 ×	Mon 7/20	×	Tue 7/21	х	Wed 7/22	ж	Thu 7/23 🛛 🛪	Fri 7/24	×	Sat 7/25	ж
2	8 2	9 3	30	1	2	3	4														
5	6	6	7	8	9	10	11														
1:	2 13	3	14	15	16	17	18	9:00am							9:00 - 10:00 am Jenny (Jen) Harris: P	BW Primary	9:00 - 9:30 am BW Jenny (Jen) Harris: Primary	9:00 - 9:45 am Amanda Jones: Primary	BW 9:00 Eva	- 10:15 am n James: Primar	BW ry Office

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								
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, June 23, 2021 12:41 PM
G Save Attachment to Patient Ch	Q View Doc	ument 🔲 Audit L	.og			公
Notes		ie lie				
+ Add						
Rotate all pages ~	C Clockwise	Counter Clockwi	se		1-3, 4-7 ★ Cancel ✔ Confirm	🖉 Split

4. Select Split.

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	8, 2021 12:41 PI
Save Attachment to Patient Cl	Q View Doc	ument 🔲 🗐 Audit Lo	og						
Notes									
+ Add									
Rotate all pages 🗸	C Clockwise	Counter Clockwis	se		1 - 3 4 - 7 Combine				Split

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	☆
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	Select Files	Select Files to Upload			n box				
Appointments												
Clinical Dashboard					Incoming Eq	x (pg 4 5)						
Documents					Incoming Fa	x (pg. 4-5)				Up	load F	iles
Eligibility					Incoming Fa	x (pg. 1-3)						
Tasks	0	Document Tags										
Problem List	4	ultras	sound x4 [fax x	1 [free draw embed x6] free dra	w x3 sonogram x*, ima	age x1 All Document	S					
Medication List	6											
Send eRx		Uplo	baded Doc	uments								
Allergy List	4		Date	Description		Additional URL	Document Tags	Uploaded on	Actions			
Drug Interactions	0	dr	06/23/2021	Incoming Fax (pg. 4-5)				07/06/2021		=ax + T	ask	/ ×
Drug Interactions	•	dr	06/23/2021	Incoming Fax (pg. 1-3)				07/06/2021		ax + T	ask	/ ×
CQMs		dr	06/23/2021	Test			fax	07/06/2021		=ax + 1	ask	/ ×
Intake Data		dr	06/23/2021	Incoming Fax (pg. 1)				07/06/2021		ax + T	ask	/ ×
Lab Orders		dr	05/03/2017	Sonogram Ultrasound Baby.jpg			ultrasound sonogram	06/08/2021		ax + T	ask	/ ×