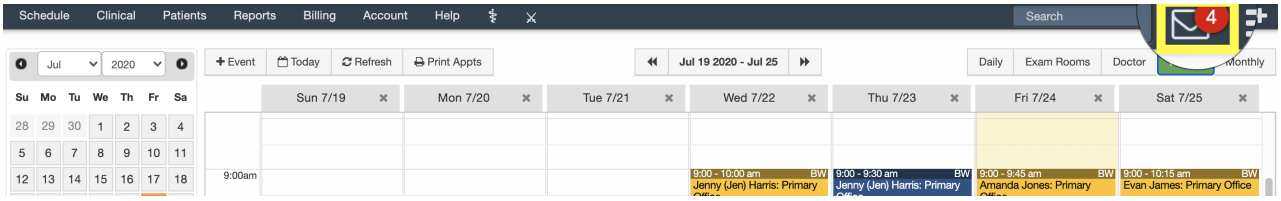
Splitting a Fax

07/08/2024 7:43 pm EDT

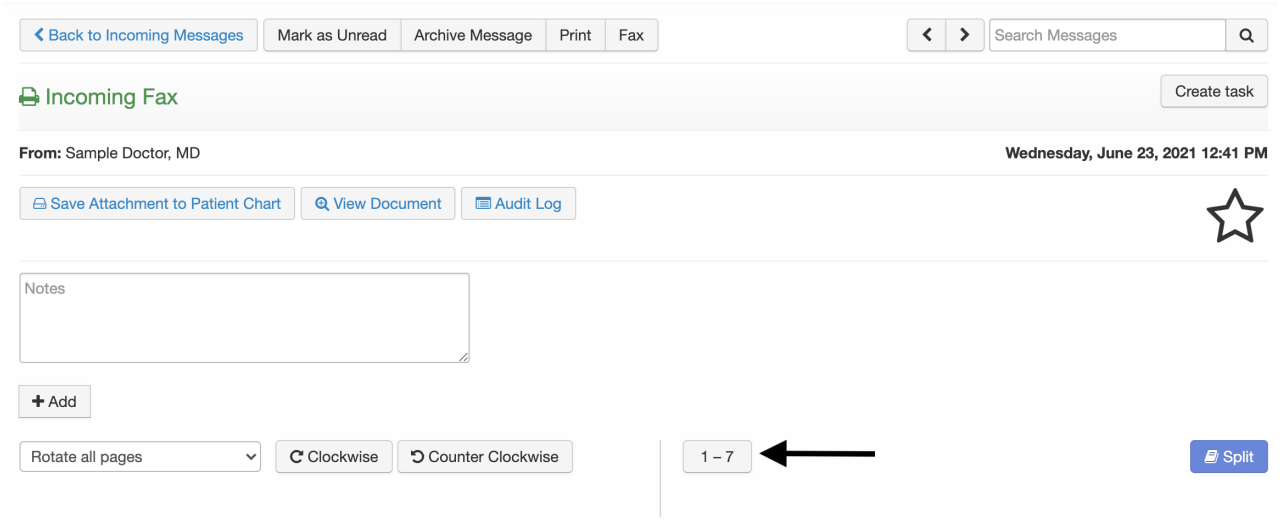
If you receive a fax that you need to split between patients or if you need to split multiple pages of a fax into different documents for 1 patient, you can do so through the message center.

1. Navigate to the message center (

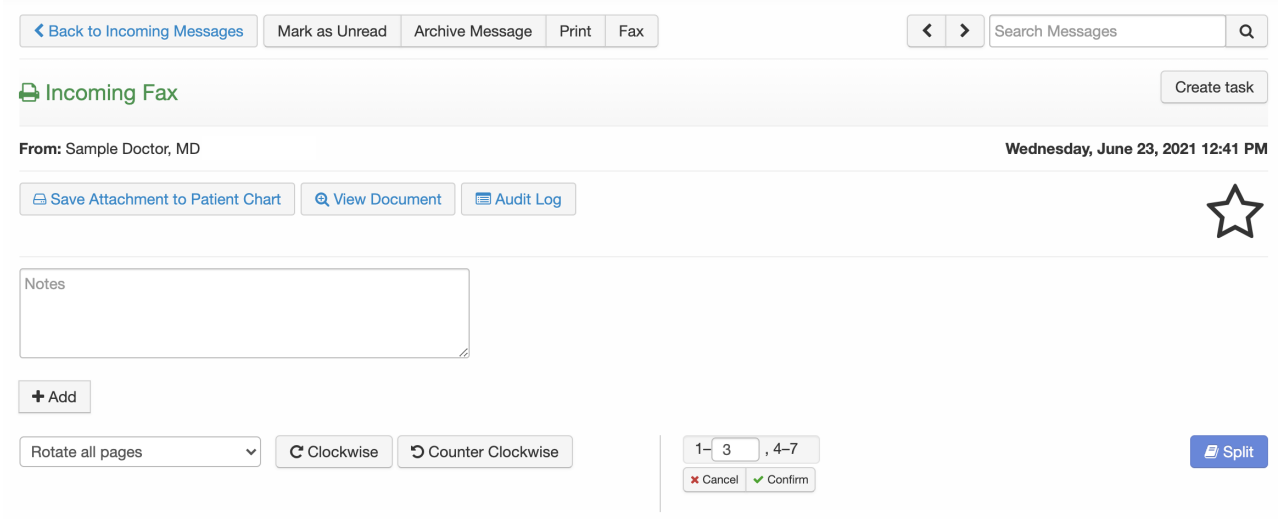
) and open the fax you would like to split.



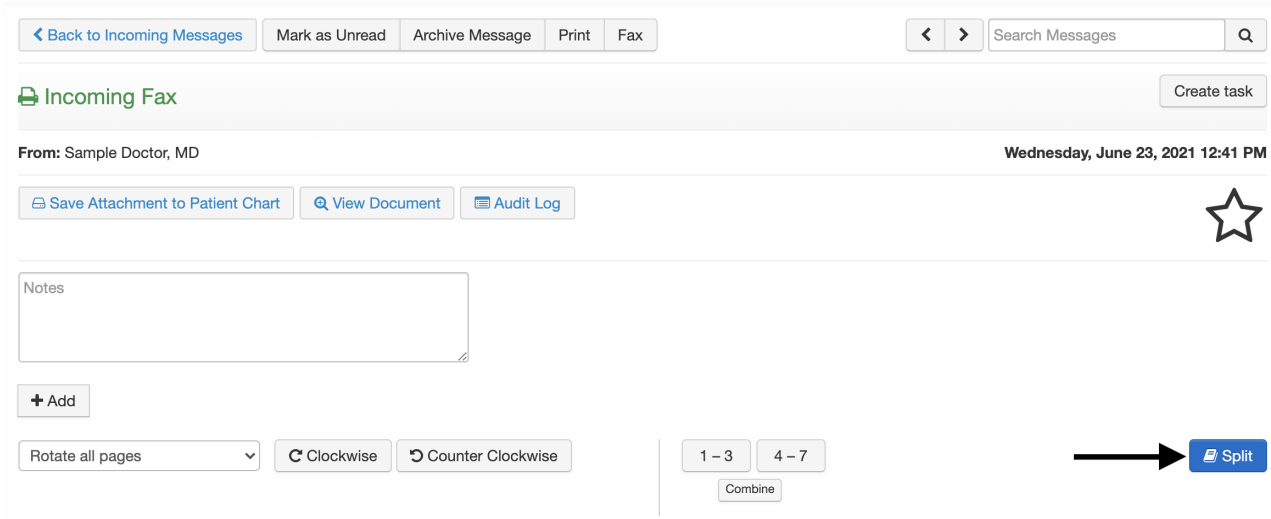
2. Select the page numbers.



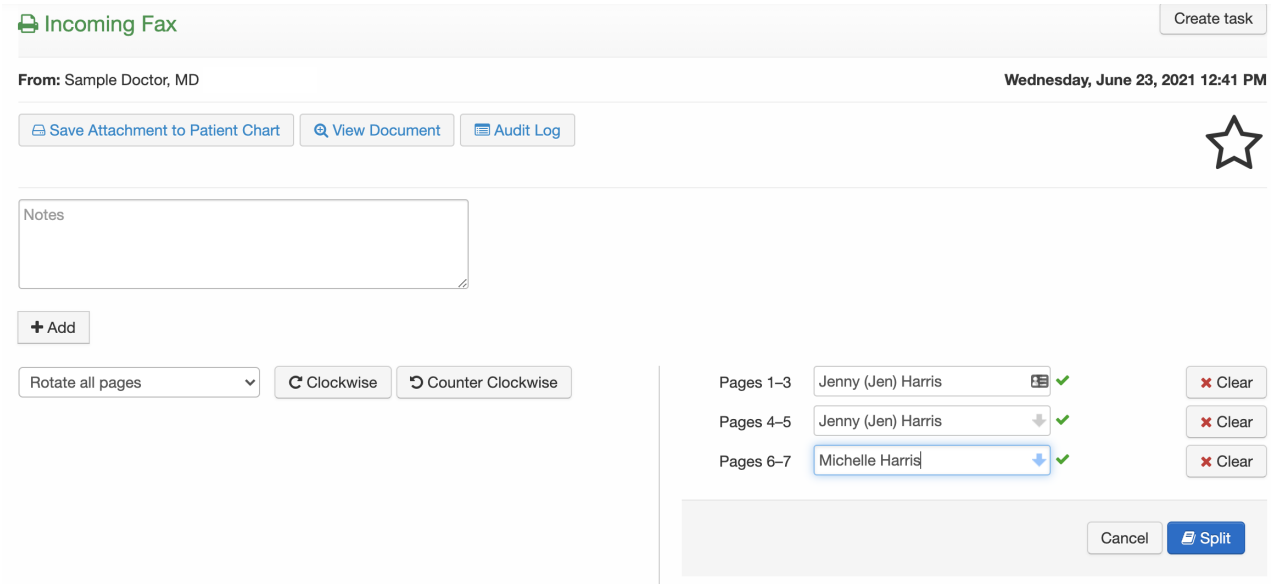
3. Enter the page ranges that need to be split and click **Confirm**. Repeat the process for other pages if needed.

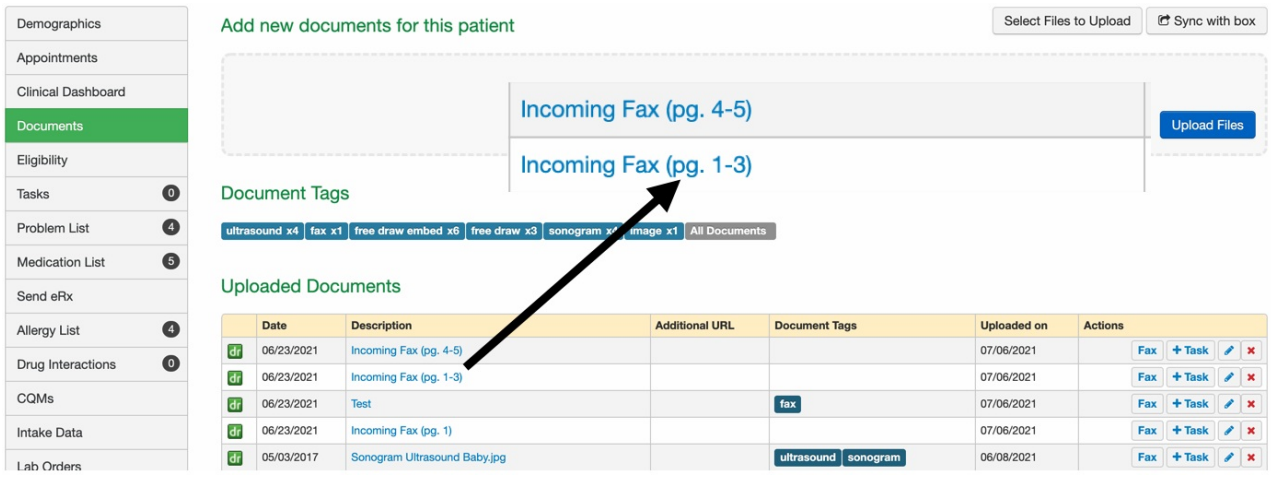


4. Select **Split**.



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

).