

# Splitting a Fax

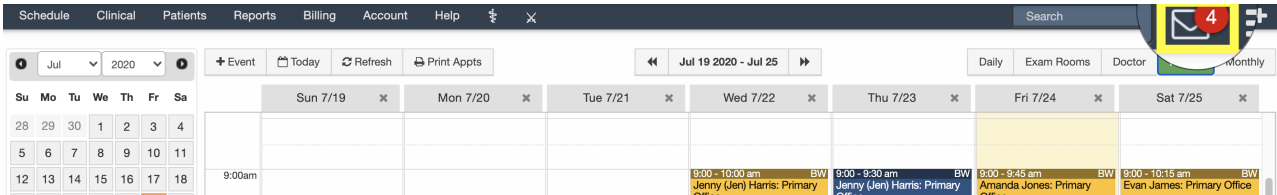
07/08/2024 7:43 pm EDT

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.

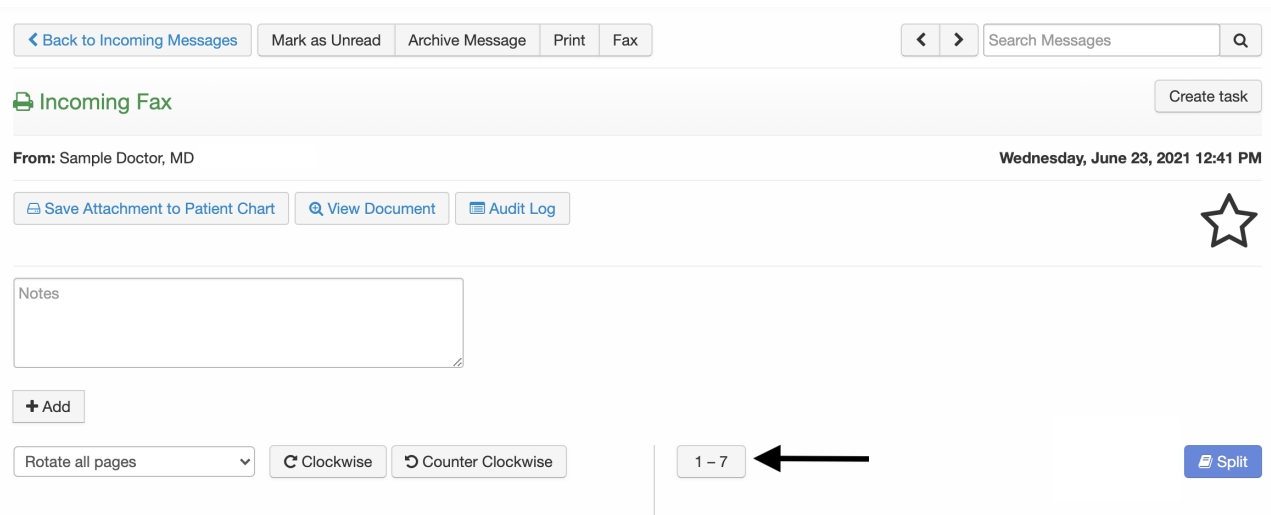
1. Navigate to the message center (



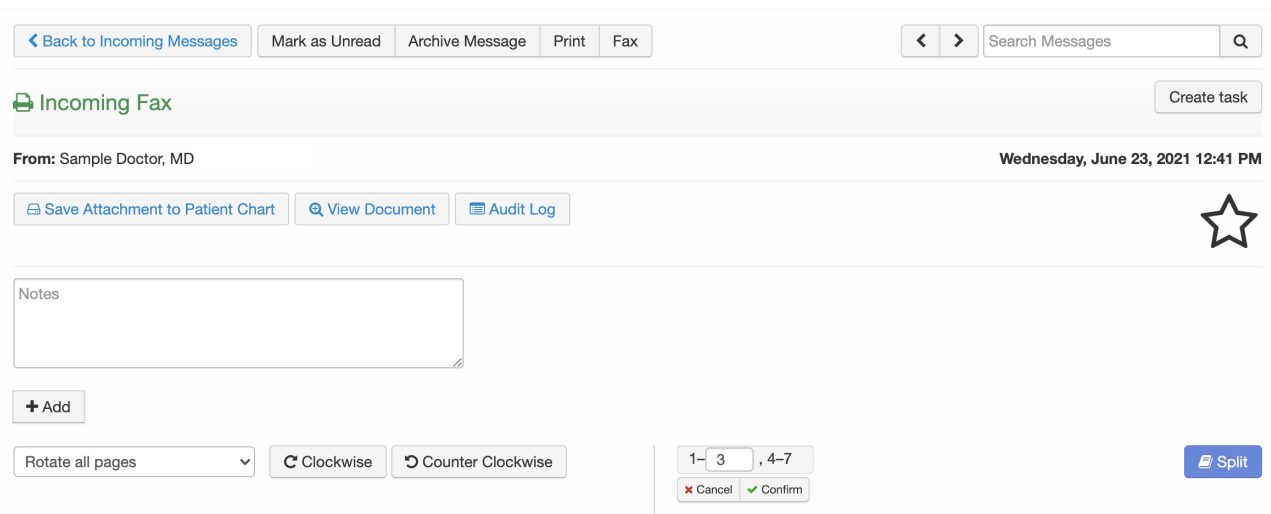
) and open the fax you would like to split.



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**.

[Back to Incoming Messages](#)
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**From:** Sample Doctor, MD **Wednesday, June 23, 2021 12:41 PM**

[Save Attachment to Patient Chart](#)
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Notes

[+ Add](#)

Rotate all pages ↻ Clockwise ↺ Counter Clockwise

1 - 3 4 - 7 Combine ➔ [Split](#)

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

[Back to Incoming Messages](#)
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Notes

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Rotate all pages ↻ Clockwise ↺ Counter Clockwise

Pages 1-3  [Clear](#)

Pages 4-5  [Clear](#)

Pages 6-7  [Clear](#)

[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

Appointments

Clinical Dashboard

Documents

Eligibility

Tasks 0

Problem List 4

Medication List 5

Send eRx

Allergy List 4

Drug Interactions 0

CQMs

Intake Data

Lab Orders

**Add new documents for this patient** [Select Files to Upload](#) [Sync with box](#)

Incoming Fax (pg. 4-5)

Incoming Fax (pg. 1-3)

[Upload Files](#)

**Document Tags**

ultrasound x4 fax x1 free draw embed x6 free draw x3 sonogram x1 image x1 All Documents

**Uploaded Documents**

Date	Description	Additional URL	Document Tags	Uploaded on	Actions
06/23/2021	Incoming Fax (pg. 4-5)			07/06/2021	Fax + Task
06/23/2021	Incoming Fax (pg. 1-3)			07/06/2021	Fax + Task
06/23/2021	Test		fax	07/06/2021	Fax + Task
06/23/2021	Incoming Fax (pg. 1)			07/06/2021	Fax + Task
05/03/2017	Sonogram Ultrasound Baby.jpg		ultrasound sonogram	06/08/2021	Fax + Task

