

# WELFORD CHART NOTES NEWSLETTER

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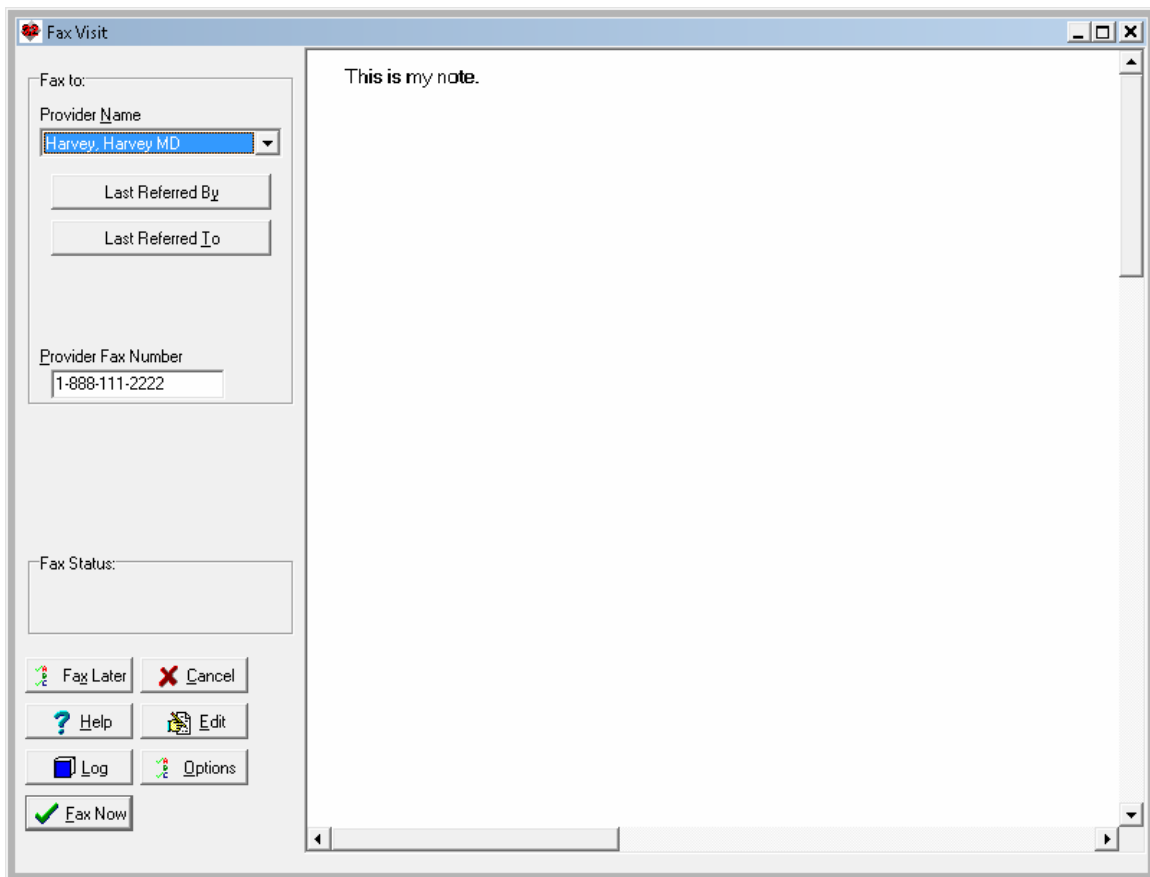
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## **FAXING YOUR DOCUMENTS** (User's Manual, pgs. 1022-1023)

Version 5.3 lets you fax documents from the Writer and Visiter to other parties, such as referring physicians, insurance companies, etc. The program makes use of the same FaxMan technology that is used for faxing prescriptions. It stores a record of each faxed document in the Fax Log, just as it does for faxed prescriptions. Let's see this in action.

1. Press Write\New Note\Note.
2. Enter a patient's name and the date of the visit.
3. Type a note into the Writer.
4. To fax this note directly from the Writer, either press <Alt-P>rint\Fax This Note, or press the right mouse button and select Print\Fax This Note.
5. If you plan to fax the note to one of the Providers in your Referrals database, simply select that provider's name from the **Provider Name** dropdown list. The program automatically looks up that provider's fax number from the Referrals database, and fills it in to the **Provider Fax Number** field. If you want to fax the note to some other fax number, simply ignore the **Provider Name** box, and type a fax number into the **Provider Fax Number** field.

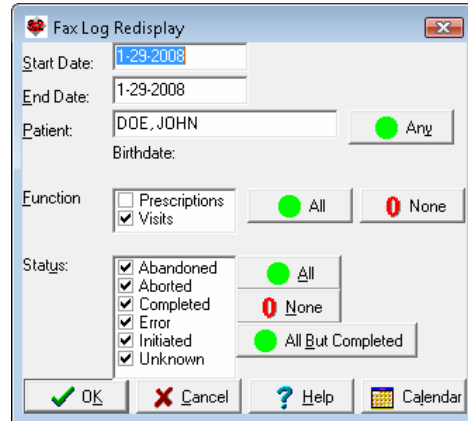


6. If you wish to watch the **Fax Status** messages while a fax is being sent, press **FAX NOW**. However, you will more likely wish to simply press **FAX LATER**. Then, the fax will be sent from the Fax Log in the background, and you can continue working.

- If you are a consultant, and tend to mostly fax letters back to the patient's primary physician, you can arrange for the Fax Visit window to have the **Provider Name** field default to the patient's primary physician (as defined in the Referrals database). To do this, press **OPTIONS**, then in the **Fax Visits Default** box, check **Last Referred By**.
- On the other hand, if you are a primary care physician, and tend to fax letters to consultants requesting consultations, press **OPTIONS**, then in the **Fax Visits Default** box, check **Last Referred To**.
- Store this note in the Writer by pressing <F10>.

Now, let's try faxing the same note from the Visiter.

- Press View\Visiter.
- Enter the patient's name.
- Press **View** to see the visit.
- Press **GoTo\Fax This Visit**. This takes to you the same Fax Visit screen we saw above from the Writer. Select the Provider, or enter the fax number, and press **FAX NOW** or **FAX LATER**.



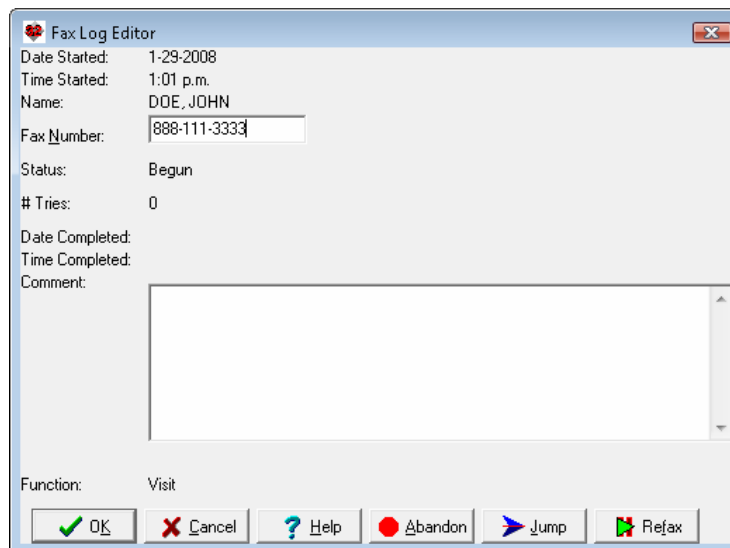
Let's see how this information is logged in the Fax Log:

- Press View\Fax Log\Redisplay.
- If you just want to review faxes for a particular patient, enter that patient's name in the **Patient** box, otherwise leave it set to ANY.
- To just focus on Visits, check **Visits** and uncheck **Prescriptions** in the **Functions** box.
- If you want to see all faxes for this patient's visits, press the **ALL** button to the right of the **Status** list. If you just want to look at faxes that didn't make it to their destination, press the **All But Completed** button instead (so that you can troubleshoot them; perhaps you entered the wrong fax number by mistake).
- Press **OK**.

Fax Log									
Faxes on 1-29-2008 for JOHN DOE									
Date Started	Time Started	Name	Fax #	Status	# Tries	Date Completed	Time Completed	Comment	Function
1-29-2008	1:01 p.m.	DOE, JOHN	888-111-2222	Begun	0				Visit

If you see that the fax hasn't reached its destination because you entered the wrong fax number by mistake,

- Double-click the fax line in the Fax Log, or highlight it and press **EDIT**
- Enter the correct fax number in the **Fax Number** box.
- Press **REFAX**.
- If instead, you want to stop attempting to send this fax (for example, you discover that the recipient no longer has a working fax machine), then press the **ABANDON** button instead.



## SEND US YOUR TIPS

If you have tips, shortcuts, questions, or suggestions for future newsletter topics, please send them to us at:

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