WELFORD CHART NOTES NEWSLETTER

Volume 32, No. 5

copyright 2008, Welford Medical Computing, Inc.

May, 2008 All rights reserved

IN-BOX FAX LOG WARNINGS (User's Manual, pg. 1024)

You can arrange for one users or more to automatically receive notifications in their In-Boxes if a fax fails to reach its destination. This saves you the trouble of manually entering the Fax Log in order to see if there happen to be any faxes require that vour attention.

In order to activate this feature, each user who wishes to see such notifications in the In-Box should do the following:

- Press 1. View\Fax Log\ Options.
- 2. Check

😻 Fax Options	×
Port: 3 🚖 Find Ports This Computer's Name: IBMT61	
Practice Fax Number: (815) 398 - 9798	
Cover Page Comment: This information is protected by HPAA.	
Dial Prefix: ✓ Always dial 1-Area Code (even local calls) ✓ IBMR52 □ Always dial area code without 1 □ IBMR51	
Number of tries: 3 🚖 Try every: 1 🚔 minutes on these Computers:	
Scale by: 2.125	
User-Specific Options	
Fax ⊻ists Default: Always fax later □ See warnings	
Send warnings to In-Box	
C Last Referred By	
✓ OK X Cancel ? Help Ø Dgfault	

Send warnings to In-Box and press Ok. This assures that Fax Log warnings are directed to your In-Box.

Let's see this in action. First, let's set our Fax Log Options in order to trigger a warning soon: 1. In the Fax Log Options, set Number of tries: to 1 and Try every: to 1 minute; make sure at least 1 computer is checked in the on these Computers: list.

2. Press **OK** to store these Options.

Also, make sure your In-Box is set to display Warnings:

1. Press View\In-Box\Options.

2. Check Include: Warnings. This controls whether the Fax Log Warnings that have been directed to your In-Box are displayed. (You can turn this off at times when you don't wish to view them; they will still be waiting in your In-Box to be displayed once you turn this feature back on).

3. Press OK.

 In-Box Optio Sort <u>by:</u> Function 	Sort order:	Include:	EX			
C Date	 Ascending 	✓ Flowsheets ✓ Orders ✓ Images ✓ Patient Locations	👀 Authors			
C Patient C From		✓ Inlages / Paueric Locations	Patient Lo <u>c</u> ation Options			
O Topic	C Descending	☐ Collapse ▼ Referrals ▼ HIPAA Ack▼ Rx Log	Rx Log Status Options			
		✓ Messages Vital Signs ✓ Warnings	Provisional Note Status			
Providers: Ignore if sent 👰 All Users						

Now, let's fax a Prescription:

- 1. Press Write\Prescriptions.
- 2. Fill in a prescription for a test patient.
- 3. Press Faxing\Fax one.
- 4. For Pharmacy Fax Number, enter "000-000 -0000", in order to generate an error.
- 5. Press Fax Later.

Wait about a minute for the Fax Log to attempt to send this fax. You will then see a Fax Warning in your In-

Box, giving the patient's name, and "Fax failed to be sent" as the **Topic**. Let's address this:

- 1. Double-click the Fax Warning line in the In-Box.
- In-Box
 Im-Box
 Allerg.
 Datebook
 Diags
 Images
 Lab
 Meds
 Messages
 Orders
 Prov. Notes
 Referrals
 Rult ◀
 ►

 Function +
 Date
 Patient
 From
 Topic
 Cmil

 Fax Warning
 4-28-2008
 DDE, JDHN
 Fax failed to be sent
- The Fax Log opens to the Fax Log Editor window, showing you the detailed information about this error message.
- 3. Since you see that the Fax Number is incorrect, you now type in the correct fax number and press **Refax**.
- 4. If you aren't sure why the error occurred, read the Comment section. Verify that the fax number is indeed correct. You may need to contact the recipient to make sure that his or her fax number has not changed and that his or her fax machine is working. The Comment section may also inform you that the line was busy, that your own phone has no dial tone, or some other technical problem with your own telephone line that needs to be addressed before you attempt to resend the fax. (Make sure your computer's modem hasn't become disconnected from the telephone line). For a further discussion of how to handle Fax Log error messages, see Troubleshooting in the <u>Users Manual</u>, page 985.

GENERIC REPORT GENERATOR @ALLLAB @FUNCTIONS (User's Manual, pg.

1024)	-				_
You can have the	🈻 Edit Generic Report	:			
Generic Report	T <u>i</u> tle:	MMOGRAMS			
Generator include all of the times that	Description:				
patient had a	What to Search By T	erms to Search For What to Inc	clude in Report		
particular test by	🗆 Name	🗆 Past History	Address	🗖 Visit date	
typing @All	🗆 Age	Family History	🗆 City	🗆 Visit text	
followed by the name of the test in	🗆 Birthdate	🗆 Social History	State	Return Interval	
the Other box on	🗆 Code No.	_	🗖 Zip Code	🔲 Next Visit Due	
the What to	🗆 Sex	Medications	🗖 Home Phone	🗌 Next Appointments	
Include in Report	Activity	Allergies	Work Phone		
page. For example,	🗆 Honorific	🗖 Diagnoses	Insurance		
if you would like to see all of the	Provider		Comment		
mammogram					
reports on a					
particular group of					
patients, type	@functions			😑 <u>A</u> ll 🛛 🚺 None	
@AllMammogram	Other: @AllMar	nmogram			
in the Other box when you define a		nnoyranı			
Report. If the name					
of the test has	✓ 0 <u>K</u>	Quit ? Help	🏽 Calendar 🛛 💊 Delete	e 🔁 <u>R</u> un 🏼 🍳 <u>S</u> earch	
spaces in it, replace					_

them with an underscore. For example, to see all of the uric acid results, type "@AllUric_Acid".

SEND US YOUR TIPS

If you have tips, shortcuts, questions, or suggestions for future newsletter topics, please send them to us at:Welford Medical Computing, Inc.or3779 Hermitage Trail2117 Stonington AvenueRockford, IL 61114Hoffman Estates, IL 60195