

# Faxing Document

## How to use Fax in Clinical?

Admin > Select Location > Clinic Info > Add info of SRFaxClinicId, SRFaxClinicUsrName, SRFaxClinicPw

Docpad > Same Location select > Face Sheet > Past Note > Fax > Add Fax number with name > Add > Done

Login into SRFax account which is add in clinic info > Received Fax

## Detail Description

### Steps:-

- 1) Login into Admin
- 2) Select Location in which Location you add SRFax account details

The system should only be accessed by authorized users.

Admin Home  
Lancaster

#### Tasks

- Clinic Information
- User Information
- Lab Settings
- Lab Insurance Settings
- Nurse/Frontdesk Order Settings
- Prevention Defaults
- Clinical Decision Support Rules
- Pharmacy Defaults
- Contact Management
- Printers and Fax
- Billing
- Patient List
- Canned Texts
- Security
- References
- Reports
- Syndromic Surveillance

#### Communications

- PertexaIQ Support
- Messages

#### Patient Management

- Inactivate Patient
- Merge Patient Charts
- Patient Sync
- Patient Risk

- 3) Click on Clinic Information
- 4) Add details of SRFaxClinicId, SRFaxClinicUsrName, SRFaxClinicPw

Clinic Information: [Lancaster](#)

Address Rooms Options

\*Name: Lancaster  
 \*Address: 907 W Lancaster Blvd  
 \*City: Lancaster  
 \*State: California  
 \*Zip: 93534

IRS Registered Name: Tarzana Treatment Centers, Inc.  
 Tax ID Number: 94-2219349  
 Main Phone: 661-729-9000  
 Alternate Phone:  
 Email: rrcataldo@tarzanatc.org  
 Website:  
 PMS ID: LANCASTER  
 Imm. Registry ID:  
 Clinic Location ID: b\_multipreprod\_2  
 SRFaxClinicId:  
 SRFaxClinicUserName:  
 SRFaxClinicPW:  
 PMS Support Email: thomas@pertexa.com

\*Required fields  
 Inherited on 01-27-2021

5) Click on Done

6) Login into Docpad

7) Select same Location which is select in Admin module and entered details for Fax

The system should only be accessed by authorized users.

[Docpad Home](#)

[Lancaster](#)

Primary Care

Provider Tasks

- [Select Patient](#)

Review

- [My Incomplete Notes \(10\)](#)
- [Other Providers Incomplete Notes \(108\)](#)
- [Patients ready to be seen \(45/87\)](#)
- [Tests To Review \(0\)](#)
- [New Documents \(0\)](#)
- [Need To Review CCM Patients \(0/0\)](#)
- [Today's Orders \(0\)](#)
- [Scheduled Orders/Procedures \(0\)](#)
- [Overdue Prevention](#)
- [Reminder \(0\)](#)
- [Personalize the Software](#)
- [Preferences](#)
- [Patient Summary](#)

Communications

- [PertexalQ Support](#)
- [Clinical Quality Measure](#)
- [Messages](#)



8) Select any Patient and Go to Face Sheet

9) Select any Past note

**Alice Test (Patient Risk-)**      DOB: 04-01-1984      CQ

Hx    Meds    FHx/SHx    Risk Ax    Patient Risk    Implantable Device

**Allergies:**    Add    NKA  
None entered

**Advanced Directives: No**

**Current:**

**Vitals:**    Add    Vitals History  
None entered

**Complaints:**    Add  
• **Back pain (chief)** (TEST FORM CC AND NOTE)

**Past Notes (signed):**    View  
Progress (01-22-2021)  
Progress (01-17-2021)  
Progress (12-13-2020)  
Progress (11-26-2020)  
Progress (11-25-2020)

**Prevention:**  
Immunization Status: **Not up-to-date**  
Prevention Status: **Not up-to-date**

**Results:**    View

**Pending:**

- Quest MET: TSH W/REFLEX TO FT4 - 361
- Quest MET: CBC (H/H, RBC, INDICES, WE
- Quest MET: COMPREHENSIVE METABOL
- Quest MET: HEMOGLOBIN A1c - 496
- Quest MET: TSH - 899
- Quest MET: CBC (INCLUDES DIFF/PLT) - 4
- Quest MET: HEMOGLOBIN A1c - 496
- Quest MET: HEMOGLOBIN A1C WITH MP
- Quest MET: CA 125 - 29256
- Quest MET: GOAT MILK (F300) IGE \*\* - 29
- Quest MET: GRAPEFRUIT (F209) IGE - 29
- Quest MET: T4, FREE (REFL) - 29269
- Duplex Scan, Lower Extremity Arteries/Arte
- MRI, Brain w/o contrast
- Quest MET: LIPID PANEL, STANDARD - 76
- Quest MET: T3, FREE - 34429
- Quest MET: T4, FREE - 866
- Quest MET: CADMIUM, BLOOD - 299
- CT Scan, lumbar spine; without contrast
- Quest MET: CBC (INCLUDES DIFF/PLT) - 4
- Quest MET: URIC ACID - 805

10) Click on Fax

Test, Alice    DOB: 04-01-1984

Patient Risk

**Reviewed Note**

**Progress Note**  
**Lancaster**  
907 W Lancaster Blvd  
Lancaster, CA 93534  
01-22-2021

**Patient Name:** Alice Test      **Physician:** TEST PROVIDER, MD  
**Patient ID:** 12  
**Patient Birthdate:** 04-01-1984  
**Patient Age:** 36 years

**PMFSHx** [\(Annotate\)](#)  
PMHx was reviewed and/or modified.

**Active Medications** [\(Annotate\)](#)

- albuterol sulfate ER 4 mg tablet, extended release, 12 hr  
1 12 hr Tab PO; q12h [start date: Dec 29, 2020]  
Dispense: 60 tab Refills: 0
- warfarin 1 mg tablet  
1 tab PO; qMWF into 10 prn 10 [start date: Dec 14, 2020]  
Dispense: 12.87 tab Refills: 1
- ibuprofen 100 mg/5 mL oral suspension  
10 mL Susp PO; tid prn pain [start date: Nov 05, 2020]  
Dispense: 2700 mL Refills: 1
- nifedipine 10 mg capsule

Page Up    Page Down

Print    **Fax**    Addendum    Download as PDF    Done

Right/Limited S

11) If add new then Click on Write-In and add details

### Set Routing Options

Select Fax #:

Write-In

Add

Comments

x

Search

**thomas1:** 8442617676

[more](#) X

Test, Alice    DOB: 04-01-1984

**Write In**

**Name**

x

**Fax Number**

x

Fill in more details

  

12) If available then select checkbox

Test, Alice    DOB: 04-01-1984

### Set Routing Options

Select Fax #:    [Write-In](#)    [Add](#)    [Comments](#)

| x   | Search                 |
|---|------------------------|
| <input checked="" type="checkbox"/> thomas1: 8442617676 | <a href="#">more X</a> |

[Cancel](#)    [Done](#)

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13) Click on Done button

14) Click on Done button

Test, Alice DOB: 04-01-1984

**Reviewed Note**

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10 mL Susp PO; tid prn pain [start date: Nov 05, 2020]  
Dispense: 2700 mL Refills: 1

nifedipine 10 mg capsule

Page Up    ▲ ▼    Page Down

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15) Wait for 2-3 minutes

16) Login into SRFax account <https://www.srfax.com> with credential entered in Admin module

17) Click on Received Fax

Here you can see send fax details.