

## FAX REPORTS TO REFERRING DOCTOR'S OFFICE

### Start in Search Wizard

**Step 1:** Click on Patient list button

**Step 2:** Search for the patient. Use either name, Medical record No., DOB, phone # and click Enter

**Step 3:** Go to Repository folder located under patient name

**Step 4:** Select exam type, verify with office (for example if it's for a CT Chest Exam) then highlight and "Select"

**Step 5:** Look for "Repository" "Documents on File" and "Document Repository" window will pop open.

**Step 6:** Verify date, type of exam, referring doctor and caller's name.

**Step 7:** Once verified then print and fax to the requesting Doctor's office

**Note:** When faxing significant/Stat reports- notate date, time and fax number sent to and person you spoke with in the Medical Records Note section