JOB AID – USING FAX TO SCAN TO ATTACH DOCUMENTS (PCP)
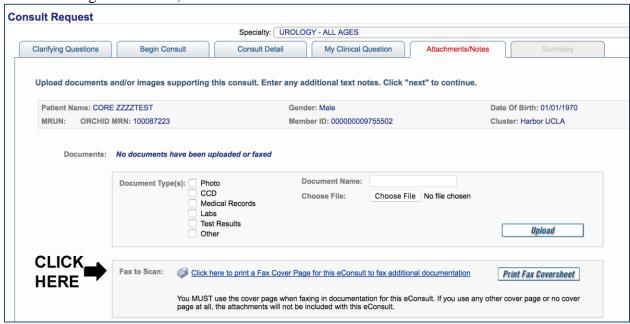## OCT 2017

This job aid is to instruct users how to use the fax to scan feature. This feature allows the use of a fax machine to attach documents, e.g., medical records, to an eConsult.

1. When creating an eConsult, the fax to scan feature will be on the "Attachment/Notes" tab.

2. Click the link to print out a custom cover sheet for this particular eConsult.

3. Follow the instructions to fax the documents. <u>This particular cover sheet must be the first page the fax machine reads.</u> Do not use your own cover sheet. Also remember this cover sheet will only work for the eConsult. **Do not use this cover sheet for other eConsults** (including ones for the same patient).

4. The documents will be automatically attached to that eConsult.