Everything You Need to Know about Faxing within DrChrono

07/24/2024 2:30 pm EDT

You can fax from DrChrono in two ways. You can fax documents individually from the referral.

A fax number is required to send and receive faxes in your DrChrono account.

Faxing From the Chart

From the chart, we can send documents, like a locked clinical note, or the patient demographics one at a time.

1. To send faxes from the patient chart, go to **Patients** > **Patient List** and search for a patient or enter a patient's name or chart ID in the **Search** field.

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5	6	6	7	8	9	Send Email													
12	1:	3 1	14	15	16	Send Referral													

2. Go to the **Documents** tab on the left and select the tab where the document is.

+ Add new patient		Laurie Sample	(Female 31 years old Dec. 8,	1990) 🧪			SAJA00000
Demographics	25	Phone: (443) 555 Address: 328 Gibra			Date Added: Jan. 4, 2022 aduled Appt: Thu Mar 31, 2022		
ppointments			e , CA 60005		eduled Appt: Mon Apr 04, 2022		
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You can fax the patient demographics by clicking the Fax Demographics button.

In the example below, we can see the **Locked Clinical Notes** tab. To the right of the locked clinical notes, there is a **Fax** button. Click **Fax** to send the clinical note.

3. After clicking the **Fax** or **Fax Demographics** button a window will open. Enter the contact information in the **To** field, a message if you would like, and click **Send Fax**.

Fax Document

То	Sample Doctor, MD
Fax Number	+1 301
Message	
Enhance Image	Enabling this function, would raise the contrast and brightness of the fax itself. In some cases, faxes with certain text/color discolorations would benefit by having this enabled.
	Send Fax

Note: You can also fax a document from the, Uploaded Documents, Signed Consent Forms, Outbound Referrals, Lab Results, and Amendments tabs. Each will have a **Fax** button.

Faxing from the Clinical Note

From the clinical note, you can fax the entire note or just one section.

Faxing a Clinical Note Section

1. Open a clinical note.

2. Select the section (template/form) you would like to fax. In the example below, **Subjective** is selected. Click **Fax Section**



3. Enter the contact information in the **To** field, a message if you would like, and click **Send Fax**.

То	Sample Doctor, MD
Fax Number	+1 301-
Message	
Enhance Image	Enabling this function, would raise the contrast and brightness of the fax itself. In some cases, faxes with certain text/color discolorations would benefit by having this enabled.
	Send Fax

Faxing a Clinical Note

1. Open a clinical note.

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2. Click Preview Note.

Schedule	Clinical	Patients	Reports	Billi					
H&P	SOAP	ADDITIONA	AL APPS	6					
Preview Note									
onpatient / Check-In									
CC / History of Present Illness									
Med / Fam / Social History									
Medication	ns & Allergie	s							
Review of Systems									
Physical E	xam								
Assessme	Assessment								
Plan									
Billing									

3. Click **Fax** to fax the note.

Status: Locked by Rendering Provider	+ Amendments	Revisions	View	Fax	Unlock	Send to Onpatient	Print sections
				T	•		
To change note format, click on Clinical > Complete Note Format.							

4. Enter the contact information in the **To** field, a message if you would like, and click **Send Fax**.

То	Sample Doctor, MD
Fax Number	+1 301-
Message	
Enhance Image	Enabling this function, would raise the contrast and brightness of the fax itself. In some cases, faxes with certain text/color discolorations would benefit by having this enabled.
	Send Fax

Faxing Referrals

If you need to send multiple documents for a patient, for example, clinical notes, some uploaded reports, and lab results. You can do so by sending a referral through DrChrono.

For more information on faxing referrals and multiple documents, please click here for our article on sending referrals.

How do I see how many faxes I have sent?

Navigate to Account > Provider Settings and select the Usage tab.

Account	Marketplace						
ACCOUNTS	SETTINGS						
User Settings							
Provider Settings							
onpatient	Settings						
Account Setup							
Custom Fi	elds						

Once in the **Usage** tab, you can see the faxes and other communications you have used in your billing cycle.

Account Settings

Profile	General	Email	Medical Billing	eRx Info	Services	Usage	My Billing	Sample Data	Security	Patient Payments
Current	Usage [1 provid	der(s)]			()2/15/202 ⁻	1 – 03/14/202	21	
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SMS					0 / 300)		\$ 0.05 per te	ĸt	
Phone					0 / 300)	\$	0.15 per phone ca	all	
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