

Everything You Need to Know about Faxing within DrChrono

07/24/2024 2:30 pm EDT

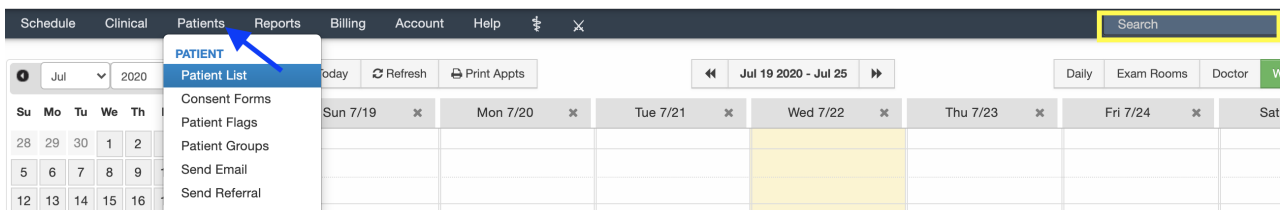
You can fax from DrChrono in two ways. You can fax documents individually from the [referral](#).

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

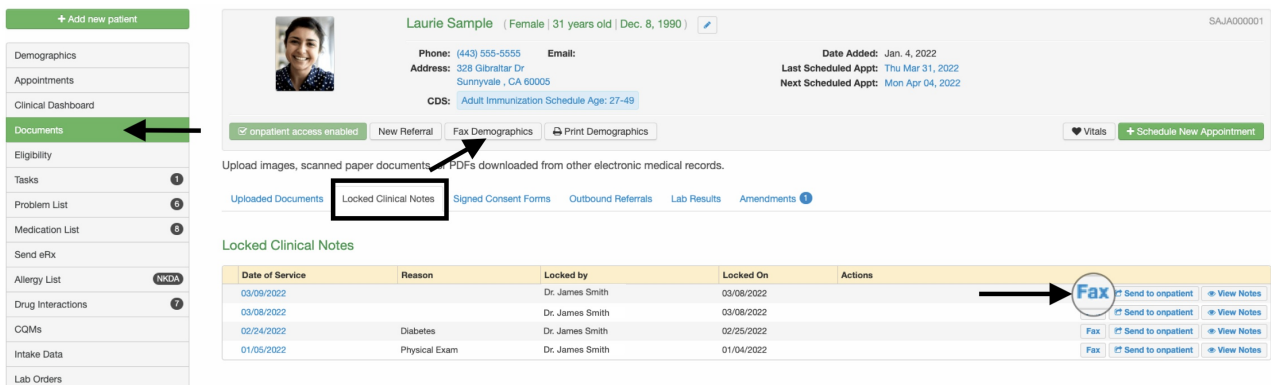
Faxing From the Chart

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.



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



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

×

To

Fax Number

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.

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**

H&P SOAP **ADDITIONAL** APPS

onpatient / Check-In


Subjective

Objective

Assessment

Plan

Medications & Allergies

 **Laurie Sample** (Female | 31 years | 12/08/1990 | SAJA000001) | 03/31/2022

Chief Complaint

Primary Insurer: (87726) United HealthCare

No Include in Note "Add to note" must be checked for this to render.

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

To

Fax Number

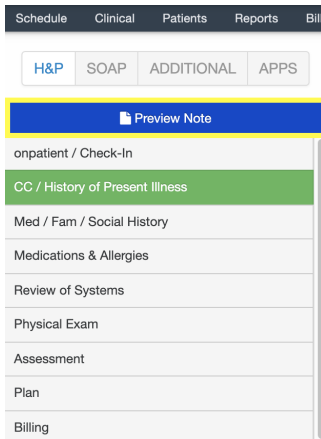
Message

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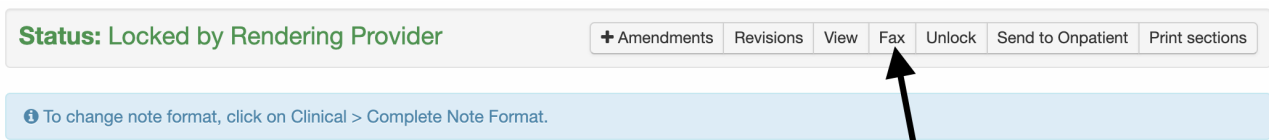
Faxing a Clinical Note

1. Open a clinical note.

2. Click **Preview Note**.



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



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

To:

Fax Number:

Message:

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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 SETTINGS

User Settings

Provider Settings

onpatient Settings

Account Setup

Custom Fields

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 provider(s)]

02/15/2021 – 03/14/2021

Description	Usage	Overage charge
Fax	0 / 1,000	\$ 0.05 per page
SMS	0 / 300	\$ 0.05 per text
Phone	0 / 300	\$ 0.15 per phone call
Peer 2 peer telemedicine videocall	0 / 0	\$ 0.00 per call

Update Entire Profile