

Splitting a Fax

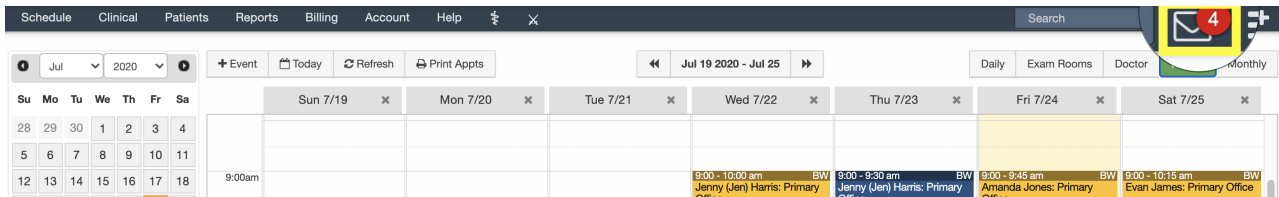
07/24/2024 9:21 pm EDT

If you receive a fax that you need to split between patients or if you need to split multiple pages of a fax into different documents for 1 patient, you can do so through the message center.

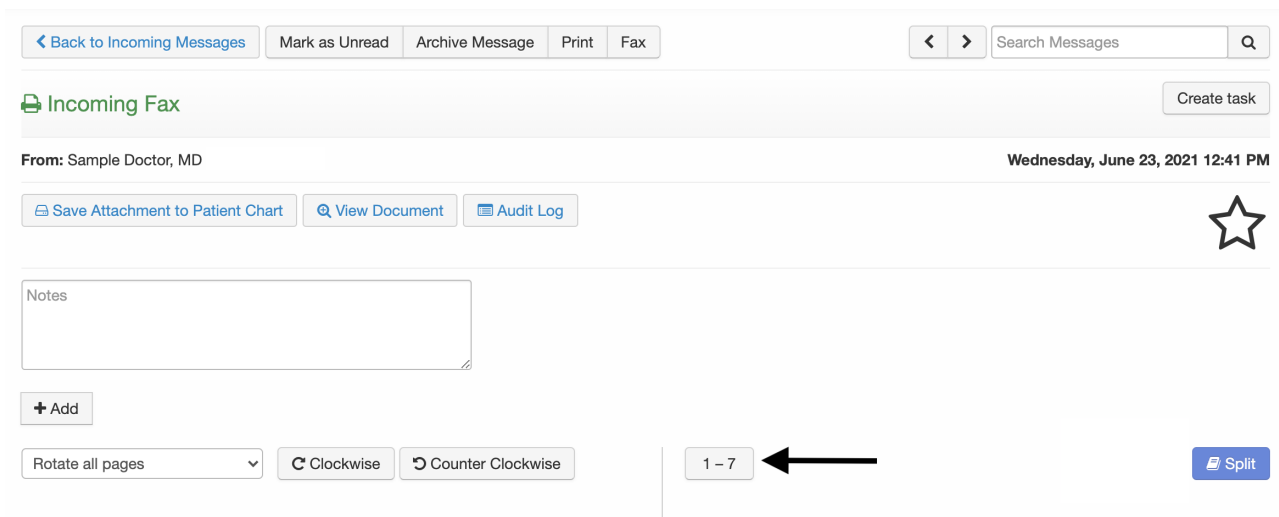
1. Navigate to the message center (



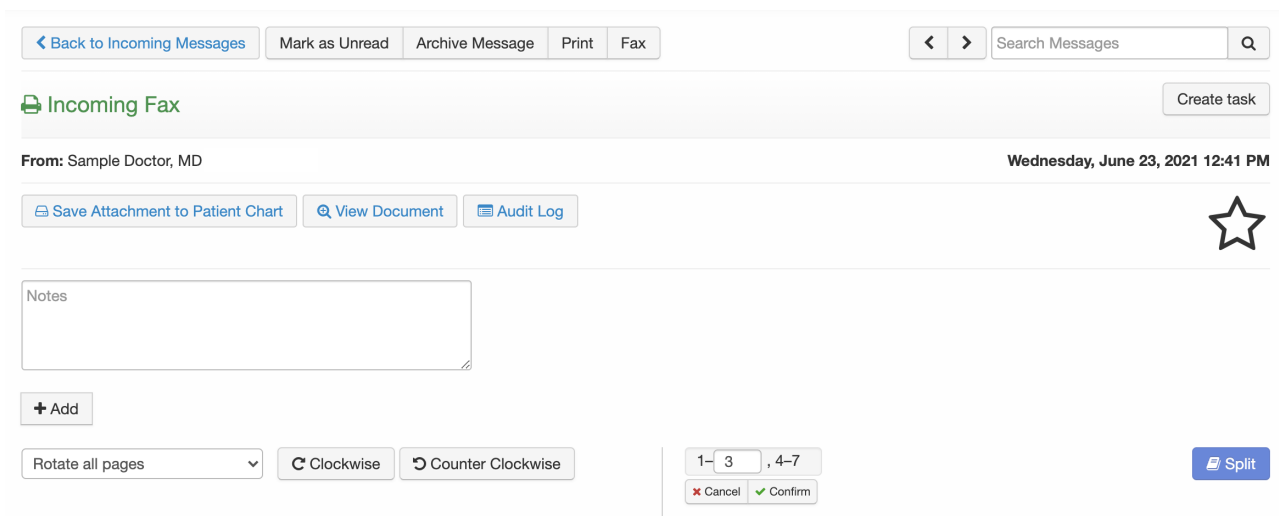
) and open the fax you would like to split.



2. Select the page numbers.



3. Enter the page ranges that need to be split and click **Confirm**. Repeat the process for other pages if needed.



4. Select **Split**.

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From: Sample Doctor, MD **Wednesday, June 23, 2021 12:41 PM**

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[Audit Log](#)

Notes

[+ Add](#)

Rotate all pages Clockwise Counter Clockwise

1 - 3
4 - 7

Split

5. Enter the patient names for the pages selected and click **Split**.

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Notes

[+ Add](#)

Rotate all pages Clockwise Counter Clockwise

Pages 1-3 [Clear](#)

Pages 4-5 [Clear](#)

Pages 6-7 [Clear](#)

Cancel
Split

6. Once split, the faxes will appear in the documents section of the patient's chart. You can rename the documents by selecting the pencil icon (



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- Demographics
- Appointments
- Clinical Dashboard
- Documents
- Eligibility
- Tasks 0
- Problem List 4
- Medication List 5
- Send eRx
- Allergy List 4
- Drug Interactions 0
- CQMs
- Intake Data
- Lab Orders

Add new documents for this patient [Select Files to Upload](#) [Sync with box](#)

Incoming Fax (pg. 4-5)
[Upload Files](#)

Incoming Fax (pg. 1-3)

Document Tags

ultrasound x4
fax x1
free draw embed x6
free draw x3
sonogram x1
image x1
All Documents

Uploaded Documents

Date	Description	Additional URL	Document Tags	Uploaded on	Actions
06/23/2021	Incoming Fax (pg. 4-5)			07/06/2021	Fax + Task Pencil X
06/23/2021	Incoming Fax (pg. 1-3)			07/06/2021	Fax + Task Pencil X
06/23/2021	Test		fax	07/06/2021	Fax + Task Pencil X
06/23/2021	Incoming Fax (pg. 1)			07/06/2021	Fax + Task Pencil X
05/03/2017	Sonogram Ultrasound Baby.jpg		ultrasound sonogram	06/08/2021	Fax + Task Pencil X

