

How do I sign inbound faxes on the iPad?

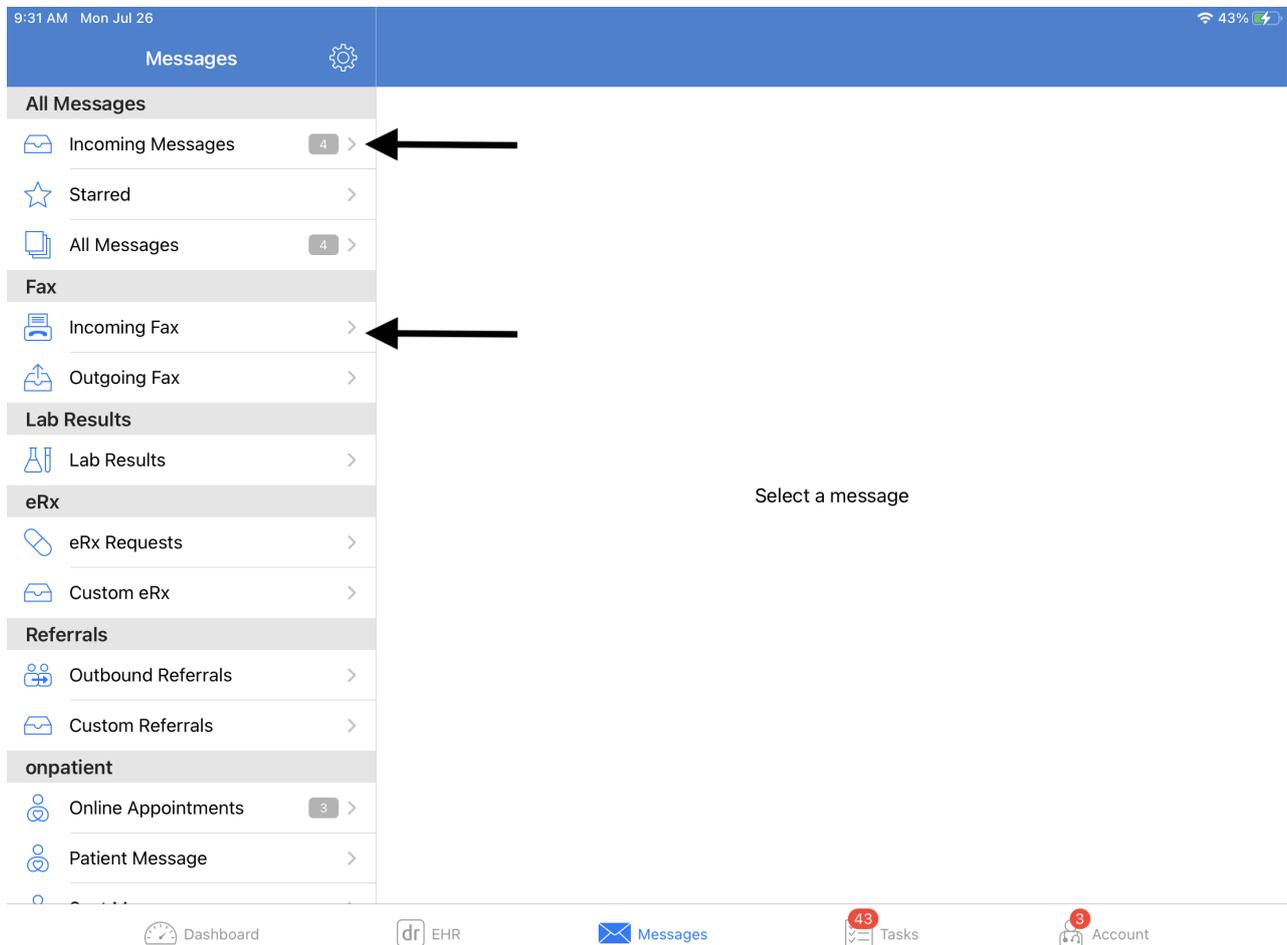
07/24/2024 4:25 pm EDT

When an inbound fax arrives that either requires a signature or should be copied to the patient's document section, you may use the iPad EHR app to sign inbound faxes and copy files to the patient chart document section.

1. Access the Message Center on your EHR/EMR application by selecting **Messages** in your mobile app's navigation bar.



2. In your message center, find the fax that you would like to sign by selecting **Incoming Messages** or **Incoming Fax**.



3. Tap the **Copy to Patient Record** button.

9:31 AM Mon Jul 26 44%

[Back](#) Incoming Messages Mark

Search messages

drchrono 07/19/21
Generated Sheet: products_07192021.csv

Sample Doctor, MD (3018502018) 06/23/21
Incoming Fax (pg. 6-7)

Sample Doctor, MD (3018502018) 06/23/21
Incoming Fax (pg. 4-5)

Sample Doctor, MD (3018502018) 06/23/21
Incoming Fax (pg. 1-3)

Sample Doctor, MD (3018502018) 06/23/21
Incoming Fax (pg. 2)

Sample Doctor, MD (3018502018) 06/23/21
Incoming Fax (pg. 1)

Sample Doctor, MD (3018502018) 06/29/21
Incoming Fax

Sample Doctor, MD (3018502018) 06/29/21
Incoming Fax

drchrono 06/28/21
Generated Sheet: OnPatient Report.csv

drchrono 06/28/21
Generated Sheet: Note Status Report.zip

Sample Doctor, MD (3018502018) 06/23/21
Incoming Fax

Sample Doctor, MD (3018502018) 06/23/21
Incoming Fax

Homer J. Simpson 06/23/21
Online Appointment Cancellation

Incoming Fax
Sample Doctor, MD (3018502018)
 To: 3018502018
 Created at 06/29/21 04:51 PM
 Updated at 07/06/21 12:36 PM

Patient: **Not assigned**
 Assignee:
 Status:

[Copy to Patient Record](#)

Add Message Note [Add](#) [View Notes \(0\)](#)

From Dr. Nick's Walk-In Clinic 13018502018 6/29/2021 13:50:27 PDT Page 1 of 2

Attention:

Sample Doctor, MD
Fax: +1 301-850-2018

Fax From:

Dr. Nick's Walk-In Clinic
Phone: (443) 555-5555
Fax: +1 (301) 850-2018
Email:

Date: 2021-06-29 03:32:22 PM

Total Pages: 2
 Faxed from DrChrono EHR

Notice of Confidentiality

[Dashboard](#) [EHR](#) [Messages](#) [Tasks](#) [Account](#)

4. When you select **Copy to Patient Record**, you will be presented with the ability to:

- Select a patient (you must select a patient to save the fax once you sign in)
- Add a title for the document
- Add document tags
- Sign the document

To sign the fax, select **Sign** to the right of the page.

Select a patient

Document Title (optional)

Tags (seperated with comma)

Not Signed 

From Dr. Nick's Walk-In Clinic 13018502018 6/29/2021 13:50:27 PDT Page 1 of 2

Attention:
Sample Doctor, MD
Fax: +1 301-850-2018

Fax From:
Dr. Nick's Walk-In Clinic
Phone: (443) 555-5555
Fax: +1 (301) 850-2018
Email:
brendan.wilberton@drchrono.com
Date: 2021-06-29 03:32:22 PM



4. Click on the (



) icon to open the signature box.

If you have a signature saved in DrChrono, it will appear on the top. Simply tap it to insert. You can click **Edit Signature** to add a signature.

Attention:

Sample Doctor, MD
Fax: +1 301-850-2018

Fax From:

Dr. Nick's Walk-In Clinic
Phone: (443) 555-5555
Fax: +1 (301) 850-2018
Email: |
Date: 2020-07-24 03:32:36 PM



Total Pages: 2
Faxed from DrChrono EHR

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Edit Signature

Other Signatures



Clear Document

5. Once the signature is added, you can drag the signature box to the desired location. You can also expand or contract the box with the (



) tool. Tap **Save** when finished and your signature will be added to the document.

Close



Move

Draw

Save



Attention:

Sample Doctor, MD
Fax: +1 301-850-2018

Fax From:

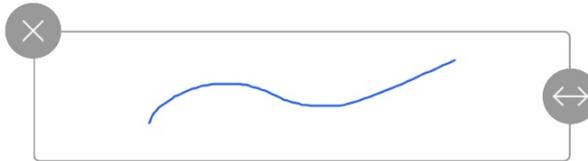
Dr. Nick's Walk-In Clinic
Phone: (443) 555-5555
Fax: +1 (301) 850-2018
Email: |
Date: 2020-07-24 03:32:36 PM



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Brendan Wilberton
08/18/2020 02:38 PM



Clear Document

Note: You can also tap **Draw** to add a signature. However, it will not contain the printed name, date, and time, at the bottom of the signature field.

6. After you finish signing the document, fill out the rest of the form then select **Save**.

Your document will be saved to the patient's record. You can access your patient's record by selecting 'Patient History' on your patient's navigation menu.

Close

Copy to Patient Record

Save



Jenny Harris

Female 02/11/1980

Change

Test fax

Tags (seperated with comma)

Signed

Fax: +1 301-850-2018

Fax From:

Dr. Nick's Walk-In Clinic

Phone: (443) 555-5555

Fax: +1 (301) 850-2018

Email:

Date: 2020-07-24 03:32:36 PM



Total Pages: 2
Faxed from DrChrono EHR

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Brendan Wilberton
08/18/2020 03:08 PM