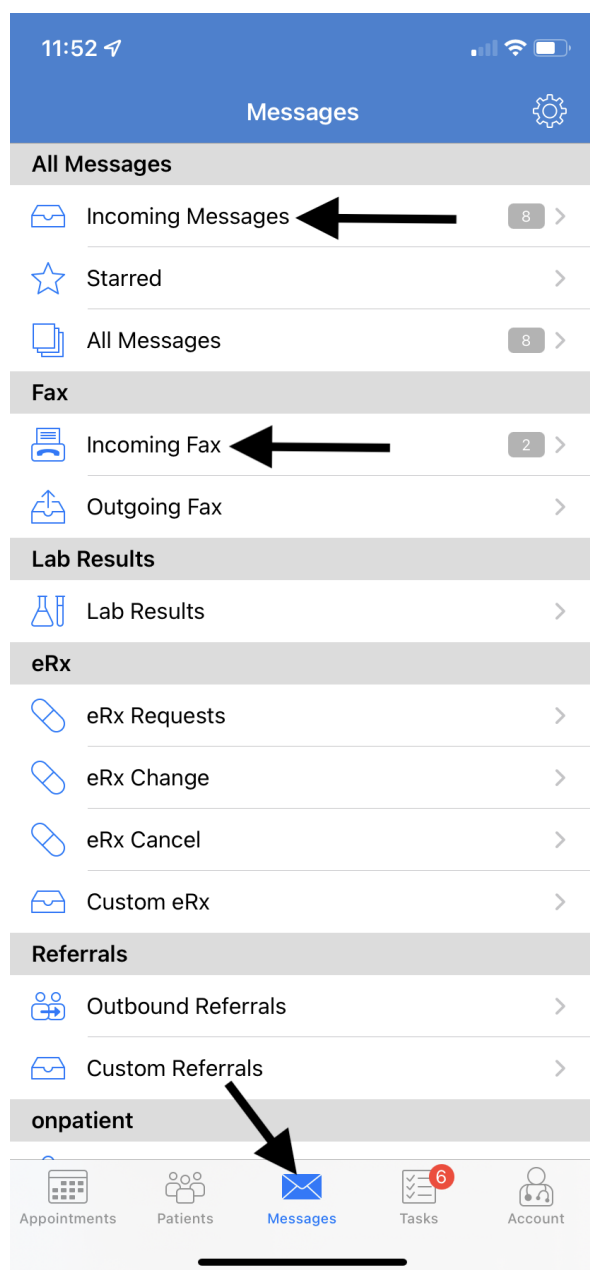


How do I sign inbound faxes on the iPhone?

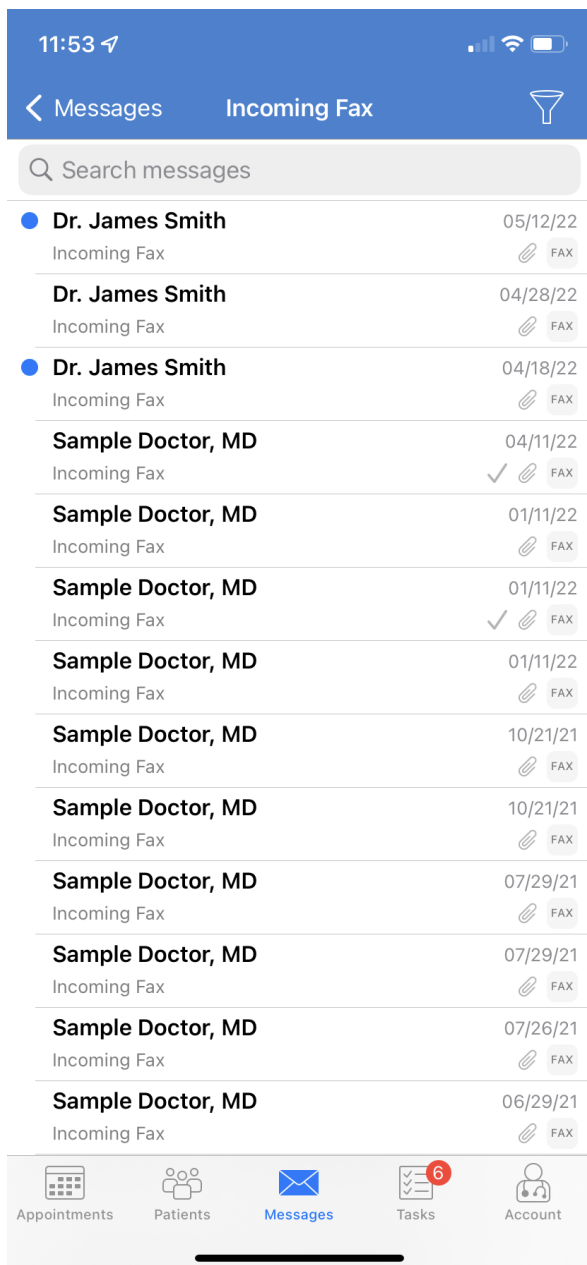
07/24/2024 4:25 pm EDT

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

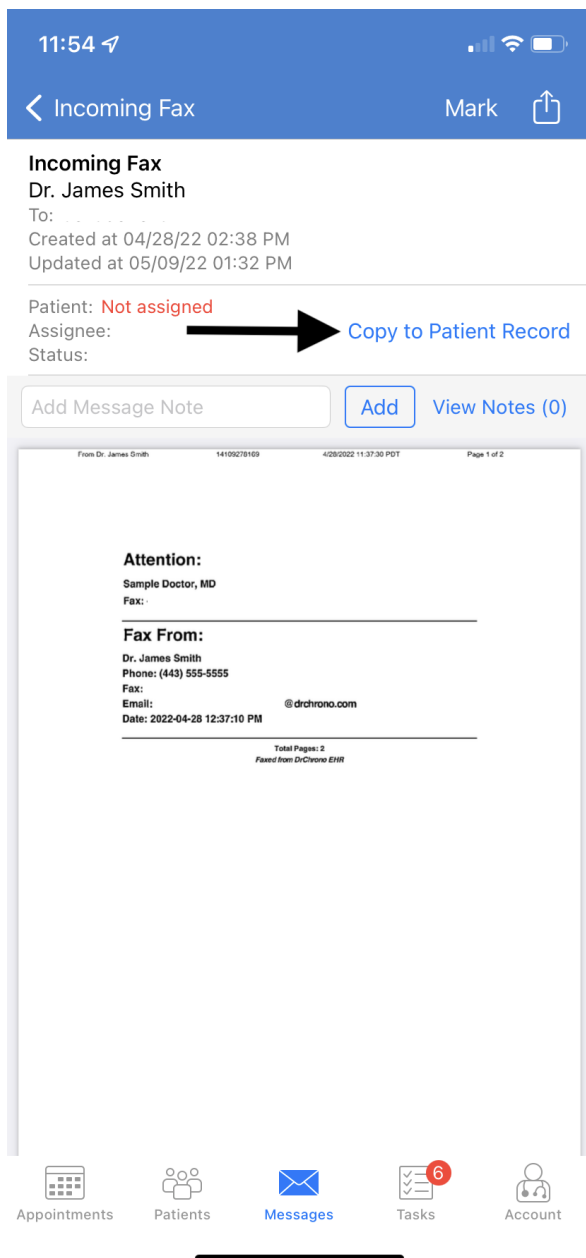
1. Access the Message Center on the app by selecting **Messages** in your mobile app's navigation bar. In your message center, find the fax that you would like to sign by selecting **Incoming Messages** or **Incoming Fax**.



2. Select the document that needs your signature.



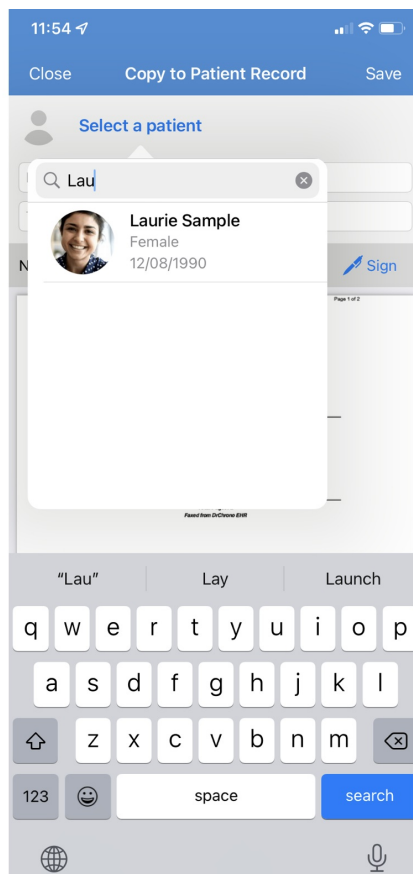
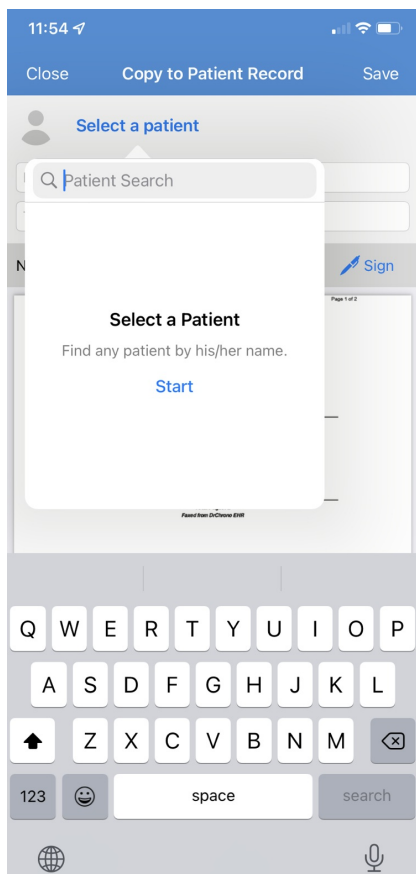
3. Tap the **Copy to Patient Record** button.



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.



4. Click on the (



) 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.

11:54

Close

Move

Draw

Save

From Dr. James Smith

14109278169

4/28/2022 11:37:30 PDT

Page 1 of 2

Attention:

Sample Doctor, MD

Fax: -

Fax From:

Dr. James Smith

Phone: (443) 555-5555

Fax: -

Email: @drchrono.com

Date: 2022-04-28 12:37:10 PM

Total Pages: 2

Faxed from DrChrono EHR

From Dr. James Smith

14109278169

4/28/2022 11:37:30 PDT

Page 2 of 2

Test Facility

Patient: Laurie Sample

DOB: 12/08/1999

Sex: F

Provider: Dr. James Smith

Visit: 04/25/2022 12:40PM

Chart: SAJA000001

Primary Payer ID: 87728

Secondary Payer ID:

Chief Complaint: Physical Exam

Medications & Allergies:

Current Medication & Dosage	Dispense	SSG	PRN?	Indication
Lexapro 20 mg oral tablet	0	1 a day	No	
Phena:	1,000	Take as needed	No	
Hydromorphone/Bupivacaine	1,000	1 a day	No	
Test	1,000	rest	No	
amoxicillin 500 mg oral tablet	20,000	2 a day for 10 days	No	

Clear Document

11:55

Close

Move

Draw

Save

From Dr. James Smith

14109278169

4/28/2022 11:37:30 PDT

Page 1 of 2

Attention:

Sample Doctor, MD

Fax: +1 301-850-2018

Fax From:

Dr. James Smith

Phone: (443) 555-5555

Fax: +1 (410) 927-8169

Email: brendan.wilberton+provider2@drchrono.com

Date: 2022-04-28 12:37:10 PM

Total Pages: 2

Faxed from DrChrono EHR

J. Smith

Edit Signature

Other Signatures

Cancel

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.

11:55

Close

Move

Draw

Save

From Dr. James Smith

14109278169

4/28/2022 11:37:30 PDT

Page 1 of 2

Attention:

Sample Doctor, MD

Fax:

Fax From:

Dr. James Smith

Phone: (443) 555-5555

Fax:

Email: @drchrono.com

Date: 2022-04-28 12:37:10 PM

Total Pages: 2

Faxed from DrChrono EHR

✕

J Smith

↔

Dr. James Smith

05/13/2022 11:55 AM

From Dr. James Smith

14109278169

4/28/2022 11:37:30 PDT

Page 2 of 2

Test Facility

Patient: Laurie Sample

Provider: Dr. James Smith

Primary Payer ID: 87728

DOB: 12/08/1990

Visit: 04/25/2022 12:40PM

Secondary Payer ID:

Sex: F

Chart: SAJA000001

Chief Complaint: Physical Exam

Medications & Allergies:

Current Medication & Dosage	Dispense	SIG	PNMT	Indication
Lexapro 20 mg oral tablet	0	1 a day	No	
Phenib	1,000	Take as needed	No	
Hydrocodone/Bupivacaine	1,000	1 a day	No	
Test	1,000	Test	No	
amoxicillin 500 mg oral tablet	20,000	2 a day for 10 days	No	

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.

11:55

CloseCopy to Patient RecordSave



Laurie Sample

Female 12/08/1990

Change

Document Title (optional)

Tags (seperated with comma)

Signed

From Dr. James Smith141092781694/28/2022 11:37:30 PDTPage 1 of 2

Attention:

Sample Doctor, MD

Fax:

Fax From:

Dr. James Smith

Phone: (443) 555-5555

Fax:

Email: @drchrono.com

Date: 2022-04-28 12:37:10 PM

Total Pages: 2

Faxed from DrChrono EHR

J. Smith

Dr. James Smith

05/13/2022 11:55 AM

From Dr. James Smith141092781694/28/2022 11:37:30 PDTPage 2 of 2

Test Facility

Patient: Laurie Sample

Provider: Dr. James Smith.

DOB: 12/08/1990

Visit: 04/25/2022 12:40PM

Sex: F

Chart: SAJA000001

11:55

Copy to patient record successfully.

< Incoming FaxMark

Incoming Fax

Dr. James Smith

To:

Created at 04/28/22 02:38 PM

Updated at 05/09/22 01:32 PM

Patient: Not assigned

Assignee:

Status:

Copy to Patient Record

Add Message NoteAddView Notes (1)

From Dr. James Smith141092781694/28/2022 11:37:30 PDTPage 1 of 2

Attention:

Sample Doctor, MD

Fax:

Fax From:

Dr. James Smith

Phone: (443) 555-5555

Fax:

Email: @drchrono.com

Date: 2022-04-28 12:37:10 PM

Total Pages: 2

Faxed from DrChrono EHR

From Dr. James Smith141092781694/28/2022 11:37:30 PDTPage 2 of 2

Test Facility

Patient: Laurie Sample

Provider: Dr. James Smith.

DOB: 12/08/1990

Visit: 04/25/2022 12:40PM

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Appointments

Patients

Messages

Tasks6

Account