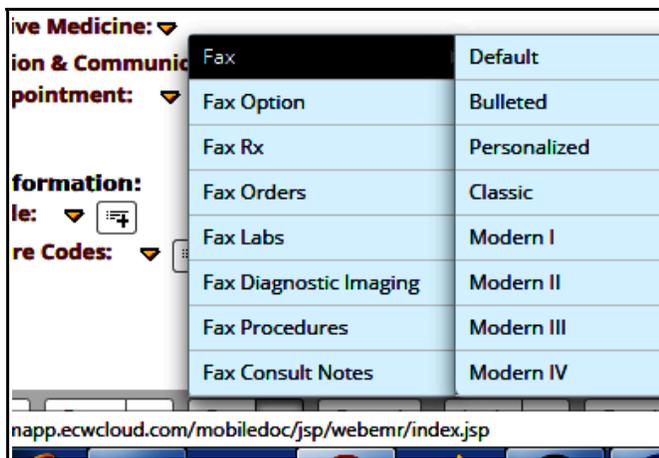
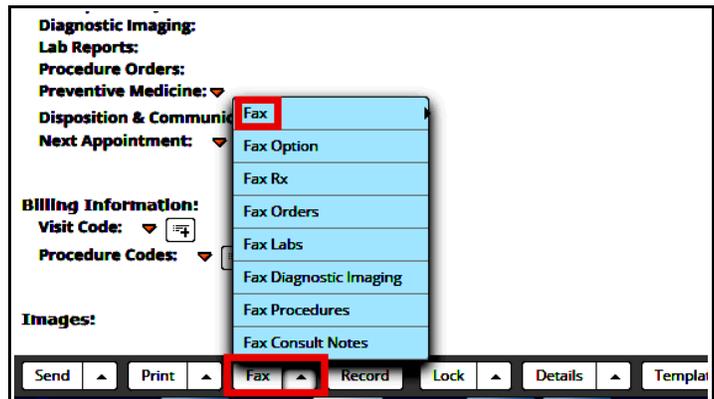


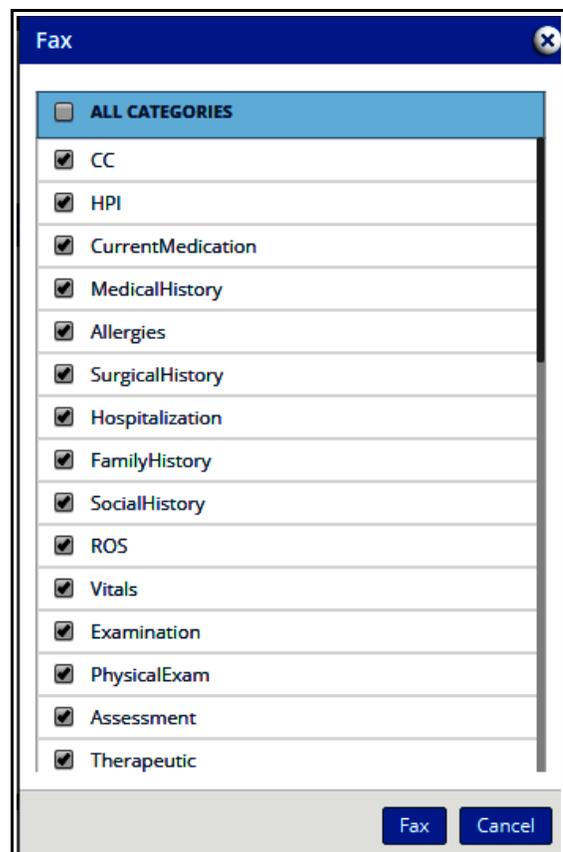
# Faxing a Progress Note, Lab, or DI in ECW 11e

To fax a progress note in ECW 11e, click on “Fax” at the bottom of the note, or click on arrowhead to view the menu for more choices. Note that the “Fax Labs” and “Fax Diagnostic Imaging” options refer to ORDERS, not results.



Hovering over the “Fax” at the top of the menu shown above offers you formatting options for the progress note.

Choosing “Fax Option” opens the screenshot shown to the right. Clicking the “All Categories” box selects all or deselects all options. After deselecting all options, just click on the sections you want included in the note, and then hit the “Fax” button.



**Consult Notes**

Note Style: **Classic**

**Note Selections**

- CC
- HPI
- CurrentMedication
- MedicalHistory
- Allergies
- SurgicalHistory
- Hospitalization
- FamilyHistory
- SocialHistory
- ROS
- Vitals
- Examination
- PhysicalExam
- Assessment
- Therapeutic

Include Cover Letter

Consult Report    Consult Request

Choosing “Fax Consult Notes” from the menu shown on the previous page opens a screen similar to the “Fax Option” screen, but includes the option to add a cover letter (shown below) if you wish.

**Prima CARE**

**Pcaretest, Six**  
 74 Y old Female, DOB: 05/07/1944  
 191 PLEASANT ST, FALL RIVER, MA, US 02721-3013  
 Home: 401-555-1818

Consult Note from: Bradford Kney, MD

Dear Dr. Kney,

Thank you for referring your patient Six Pcaretest to our practice. Six was seen in the office on 04/28/2019. The enclosed note from that visit outlines our findings and recommendations. Thank you very much for allowing us to participate in the care of your patients.

Sincerely,

*Bradford Kney*

Bradford Kney, MD

**Fax Documents Preview**

To: Name:  Providers

Fax:  Kney,Bradford  
 9289 Pleasant Street, Fall River, MA,027213005

Add CC:  Kney,D,Bradford  
 9101 Sullivan Drive, Fall River, MA,02721

Subject:

Company:

From: Name:

Rendering Provider:

Voice:

Company:

Facility:

Options:  Schedule

Signature   Print   Send Fax   Cancel

Provider: Bradford Kney, M.D., M.S.  
 Date: 04/28/2019

Chief Complaints:

- Managing Medications in 11e

HPI:

Interim history:

- New problems -
- Missed medicine doses in the past month -
- Reasons for skipping medicines -
- Here for follow-up.

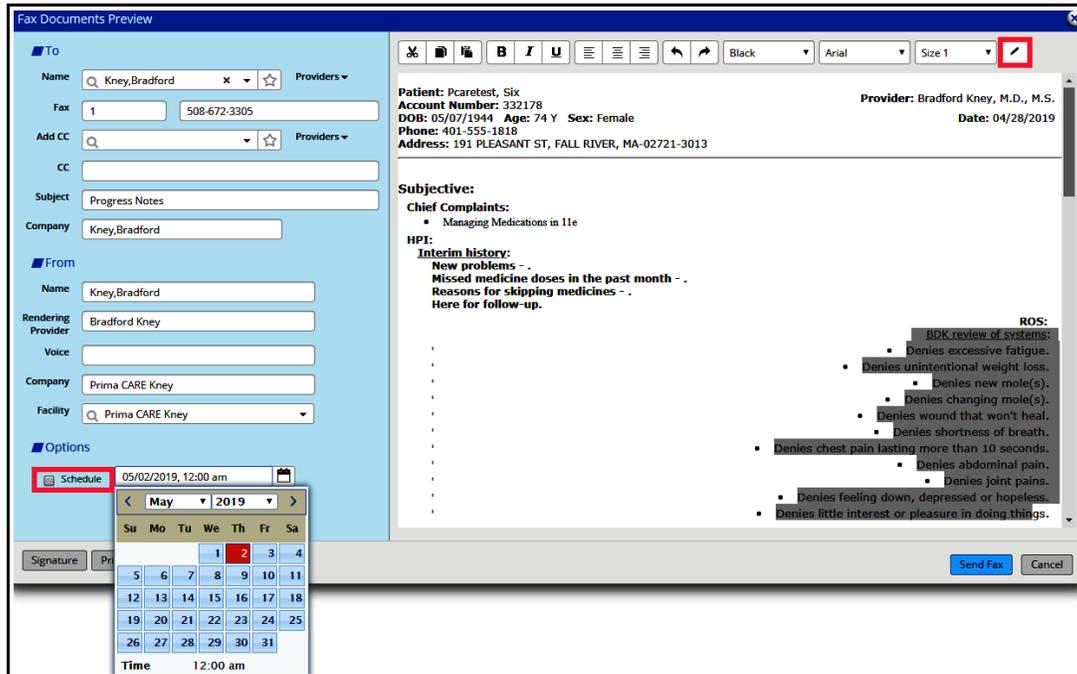
ROS:

BDK review of systems:

- Denies excessive fatigue.
- Denies unintentional weight loss.
- Denies new mole(s).
- Denies changing mole(s).
- Denies wound that won't heal.
- Denies shortness of breath.
- Denies chest pain lasting more than 10 seconds.
- Denies abdominal pain.
- Denies joint pains.
- Denies feeling down, depressed or hopeless.
- Denies little interest or pleasure in doing things.

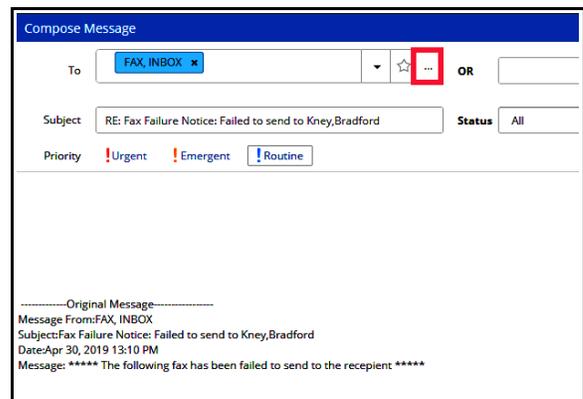
Clicking on the “Fax” button in any of the screens shown previously opens the fax screen shown above. Type in the name of the provider you are looking for, and choose the option with a “P” next the name if available.

Clicking the pencil icon (shown below) allows you to alter the formatting of the note, and clicking on “Schedule” allows you to choose when the fax is sent. I have never used either of these options.



After setting up everything, click “Send Fax” and you are done.

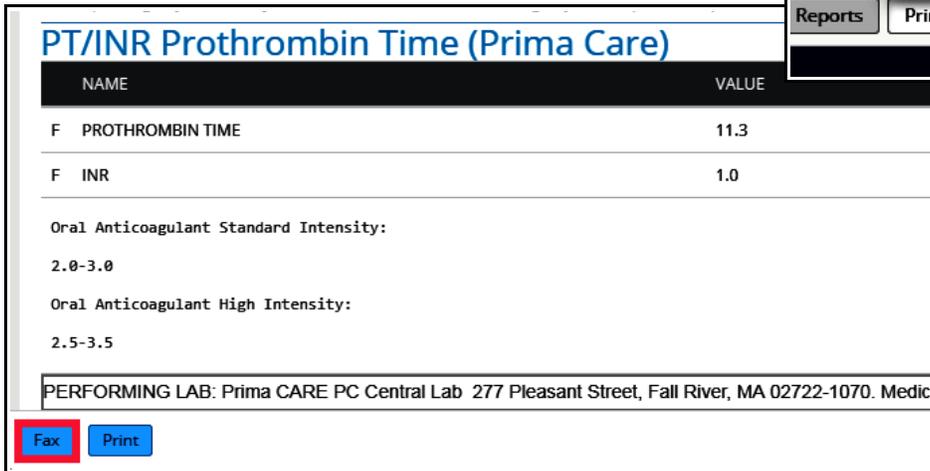
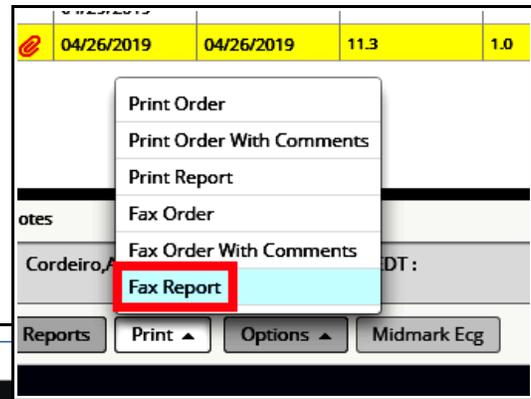
If the fax fails, this may be due to incorrect information pulled by ECW into the fax screen. A “failed fax” entry will appear in your M jellybean. If this happens, please send an email or clinical message to MJ or me (or you can just hit “Reply” to the message, click on the ellipsis, and change the recipient to one of us). MJ has the administrative privileges needed to update the information in ECW.



To fax a lab, either click on the paperclip next to the lab, or double click on the name of the lab.

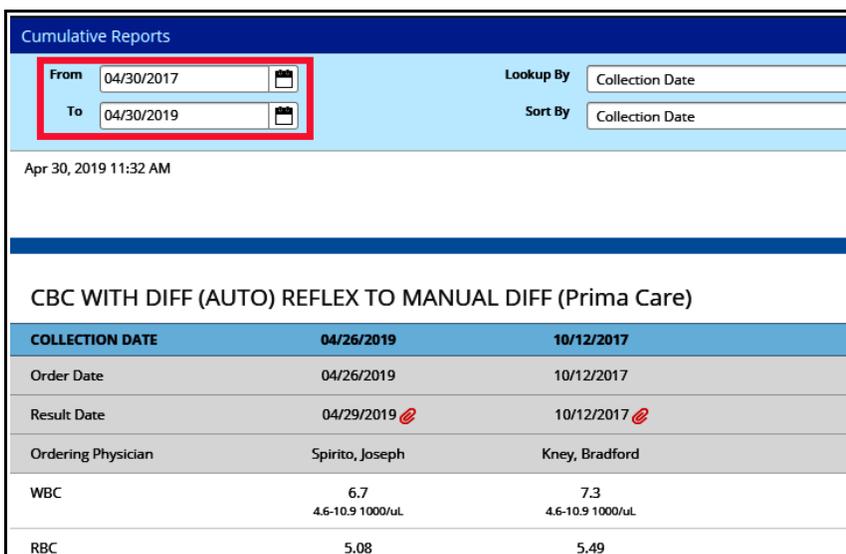
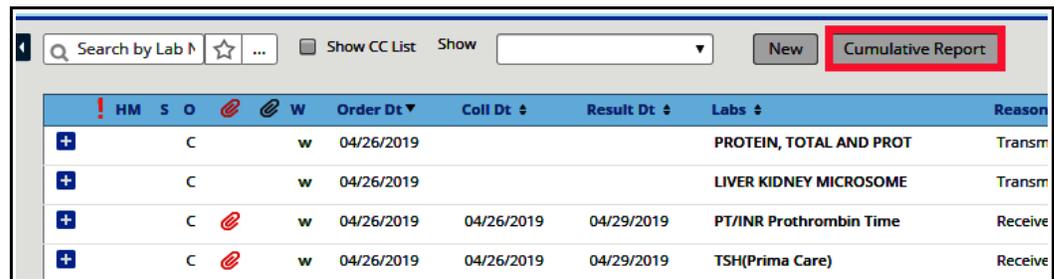
!	HM	S	O	W	Order Dt	Coll Dt	Result Dt	Labs	Reason
+			C	w	04/26/2019			PROTEIN, TOTAL AND PROT	Transmitted to F
+			C	w	04/26/2019			LIVER KIDNEY MICRO SOME	Transmitted to F
+			C	w	04/26/2019	04/26/2019	04/29/2019	PT/INR Prothrombin Time	Received -Prima
+			C	w	04/26/2019	04/26/2019	04/29/2019	TSH(Prima Care)	Received -Prima
+			C	w	04/26/2019	04/26/2019	04/29/2019	CBC WITH DIFF (AUTO) RE	Received -Prima
+	!		C	w	03/28/2019	03/28/2019	03/28/2019	CMP/HEPATIC(Prima Care)	Received -Prima
+			C	w	01/30/2019	01/30/2019	01/31/2019	Hepatitis Panel (Prima	Received -Prima
+	!		C	w	01/30/2019	01/30/2019	01/30/2019	IRON, TIBC AND FERRITIN	Received -Prima

If you double click on the name of the lab, select “Fax Report” from the “Print” menu.



If you click on the paperclip, select “Fax”.

If you want to send a number of labs, click on “Cumulative Report”.



Then set the date range for the labs you want to include in the fax, and click the “Fax” button that the bottom left of the screen (similar to the INR screen shown at the top of the page).

**Fax Documents Preview**

**To**

Name  **Lab Companies** ▼

Fax

Add CC  ☆

CC

Subject

Company

**From**

Name

Order t

- Providers
- Case Manager
- Employers
- Facilities
- Attorneys
- Pharmacies
- Lab Companies
- Circle of Care
- Supplier

The fax screen opened for all the lab options discussed above looks identical to the fax screen for progress notes – except that it defaults to “Lab Companies” rather than “Providers”. Just choose “Providers” from the dropdown menu, and locate the recipient as shown previously.

Faxing a diagnostic image report works in the same way as faxing a lab result.

Brad Kney, MD  
April 30, 2019