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.
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.

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.
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).
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
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