

# Electronic Fax

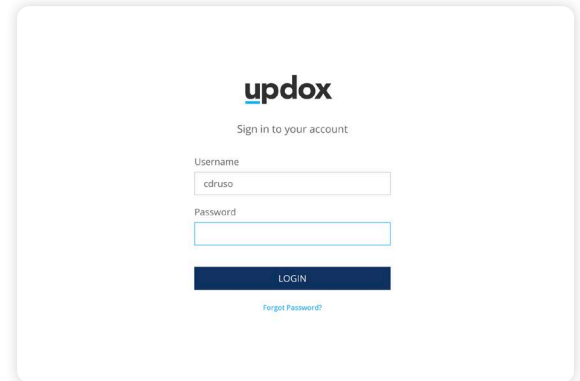
A **quick guide** to help  
get you started.

# How to use Updox Electronic Fax

A quick guide to get your practice using Electronic Fax today.

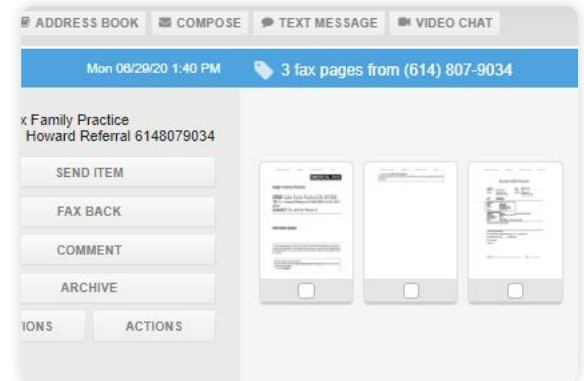
## 1 Log in to Updox

Enter your username and password to log in to your Updox account.



## 2 Inbound faxes

An inbound fax will appear in your Inbox as a blue line item. Click on the > sign to expand the fax to see all pages.



## 3 Edit fax pages

By clicking on the pages of your fax, you'll open the Document Editor. Commonly used editor tools are:

- Adding text for notes
- Physician added signature stamp with date/time for faxing back to sender
- Highlight prominent information for extra attention

Click save when all edits are complete to return to fax.

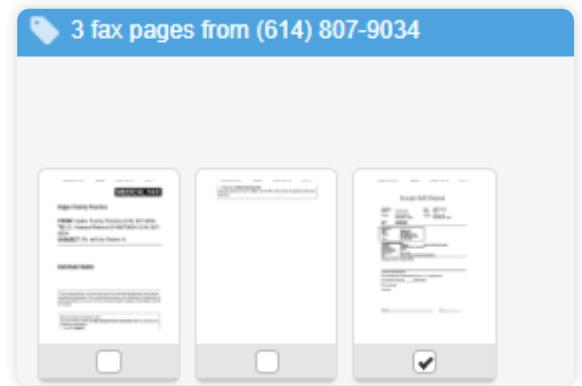


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## Selecting specific fax pages

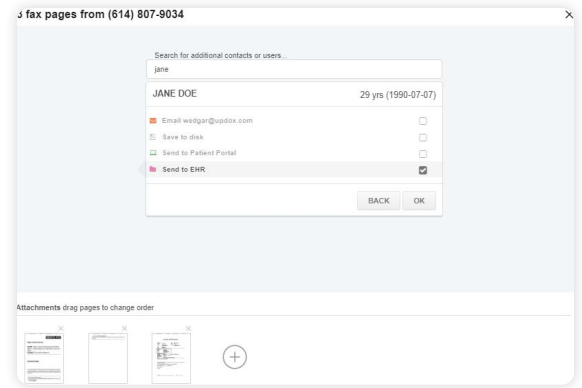
**4** Prior to saving the fax to the patient chart or faxing out, choose only the pages that are needed by checking the box on the page.



## Sending to patient chart

If your Updox is connected to your EHR, you can send the fax directly to the patient chart. Choose Send Item, then type the patient's name, DOB or chart number to find the correct patient. Then click Send to EHR, OK, then Send. You'll be able to enter a subject, choose the category within the chart to display the fax, as well as add additional notes.

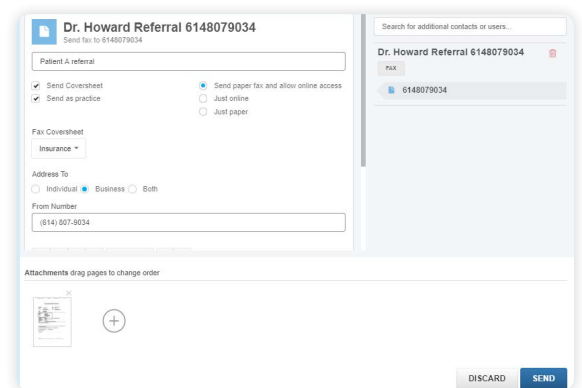
**5**



## Sending fax out

If you need to fax a document out, you can choose the pages desired and click Send item. You'll be prompted to add a fax number, then click ok. You will then be able to choose a subject, a custom cover sheet and specify the from number. Click Send to send fax.

**6**

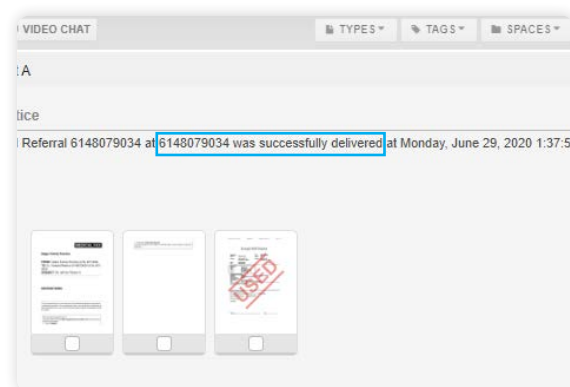


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## Fax confirmations

Click on the Sent folder to see the status of your fax. If you would like to pull a confirmation page for your records, click on retrieve. You can also resend the fax quickly if the recipient needs additional copies.



## Fax failures

Faxes that fail will appear automatically within your Updox inbox. You'll receive the reason for the failure in the response. You can attempt to resend, or type in a new fax number by clicking Send Item.



## Did you know



You can review your practice setting under Menu - Admin - Practice Information. This will be the name and demographics of your practice that is pulled onto cover sheets by default.