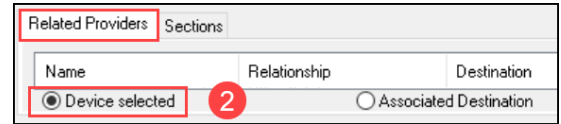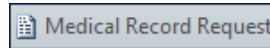# Fax Favorites in Medical Record Request for Clinical Staff, Clerical Staff, and Providers
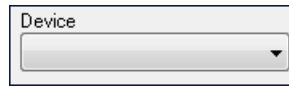
Cerner PowerChart Ambulatory **EDUCATION**

Fax Favorites Set Up

1. Click on **Medical Record Request** on the top toolbar.

    Medical Record Request

2. Ensure that the Device selected radio button is selected from the Related Providers tab.
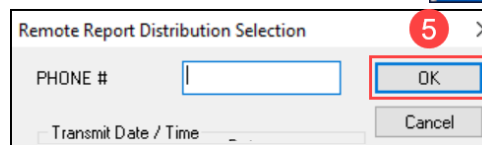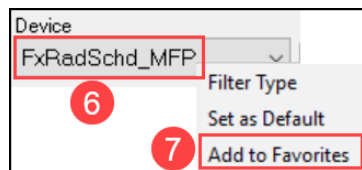
3. Click on the **Device** drop-down.

4. Add the following Devices assigned to your clinic as Favorites following the steps below (more selections may become available in the future):
   - !Fxclinicname
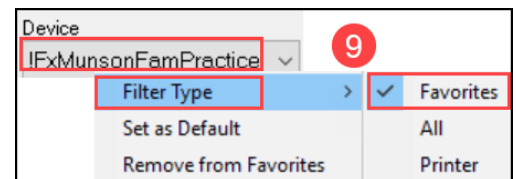   - FXRadSchd_clinicabbreviation
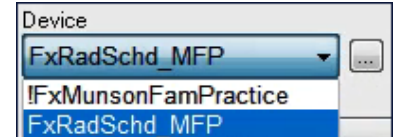
5. Click **OK** on the fax popup screen.

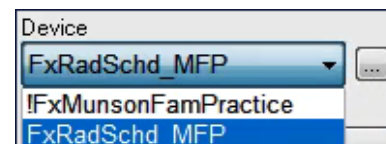6. Right click on the Device name.

7. Select **Add to Favorites**.

8. Repeat for each favorite Device to be added.
   Note: Printers may also be added as favorite Devices.

9. Once all favorites are selected: right click on the Device name, hover over **Filter Type,** and select **Favorites**.

10. There should now be a list of Device favorites to choose from.

Using Fax Favorites

1. After selecting the appropriate Template and Sections to be included, select the Device by clicking on the Device drop-down menu.

2. Review the fax number if it is pre-filled (for example: FxRadSchd), or free-type the fax number by selecting the !Fxclinic Device and typing the 10-digit fax number and click OK.

3. Click Send.
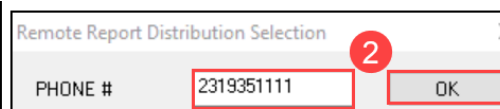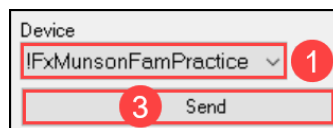
Reminder: Practice Managers and/or Clerks with access to RRD are expected to check their clinic's fax queue at least twice daily. For steps on how to monitor your clinic's fax queue, please see the separate document: RRD Report Queue Manual on the Clinical EHR Education website.