

Fax Inbox Converting Messages to PDF for All Staff

eClinicalWorks Ambulatory EDUCATION

Summary: Process to save fax documents received in eClinicalWorks to PDF documents. Once the documents are saved they can be imported into another EHR, such as Cerner PowerChart. **Support:** Ambulatory Informatics at 231-392-0229.

From Fax Inbox

- 1. Select Fax Inbox.
- 2. Select the facility icon.
- 3. Select the desired Facility.
- 4. Click Ok.
- 5. Select Print.
- 6. Select ECW Print to PDF from the Printer drop-down.

File
Print E-mail

- 7. Select Print.
- Select the desired file location and edit the file name. Then Click Save.





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WMUNSON MEDICAL CENTER

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From Patient Documents:

- 1. Select Patient Docs.
- 2. Select the Facility.
- 3. Select Ok.



Patient Documents 5				
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- 4. Select the desired fax.
- 5. Select Print.
- 6. Select Print to PDF.



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- 7. Select the print icon.
- Select ECW Print to PDF from the Printer dropdown.
- 9. Select Print.



10. Select the desired file location and edit the file name. Then Click Save.

