

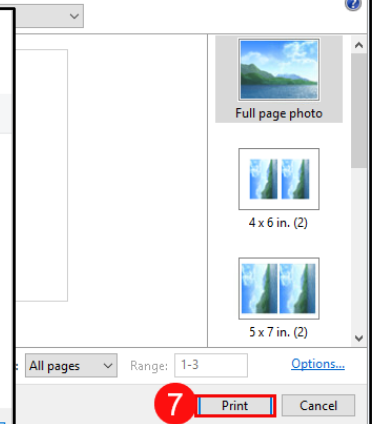
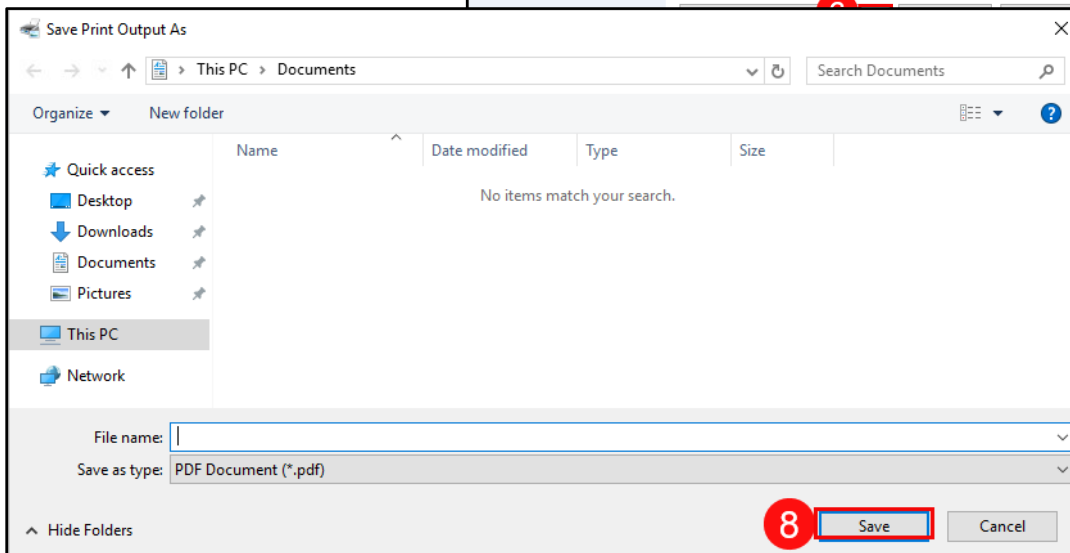
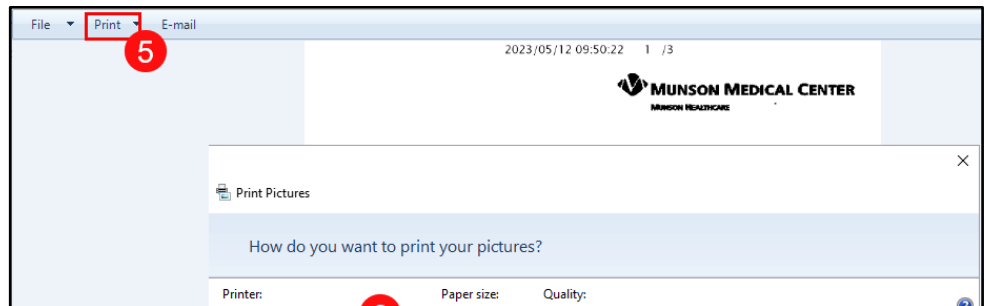
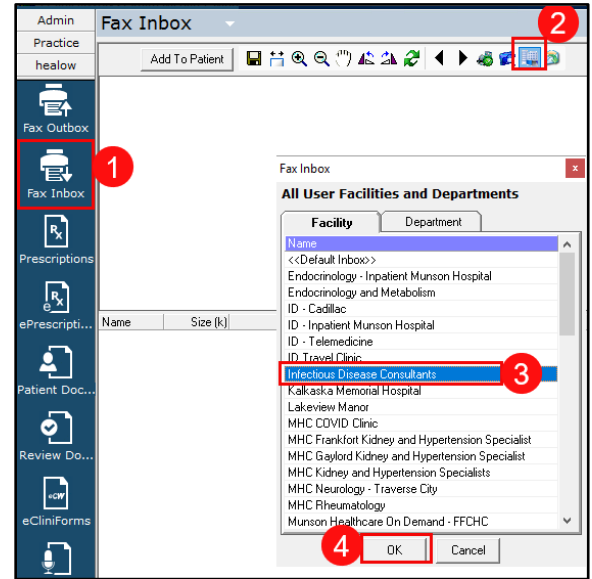
Fax Inbox Converting Messages to PDF for All Staff

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

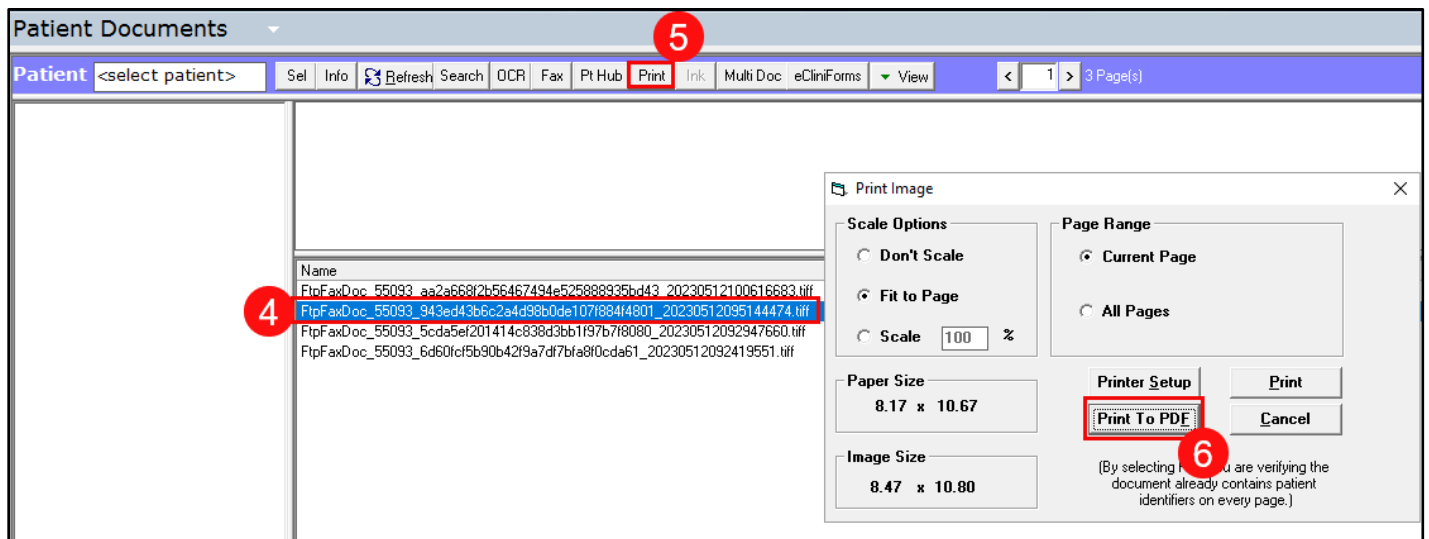
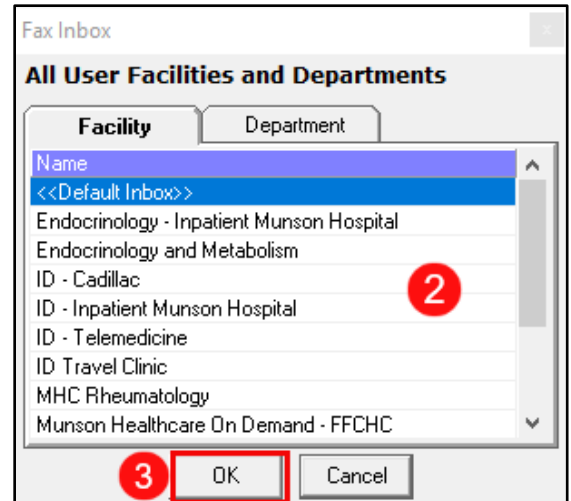
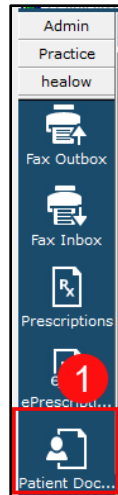
1. Select Fax Inbox.
2. Select the facility icon.
3. Select the desired Facility.
4. Click Ok.
5. Select Print.
6. Select ECW Print to PDF from the Printer drop-down.
7. Select Print.
8. Select the desired file location and edit the file name. Then Click Save.



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From Patient Documents:

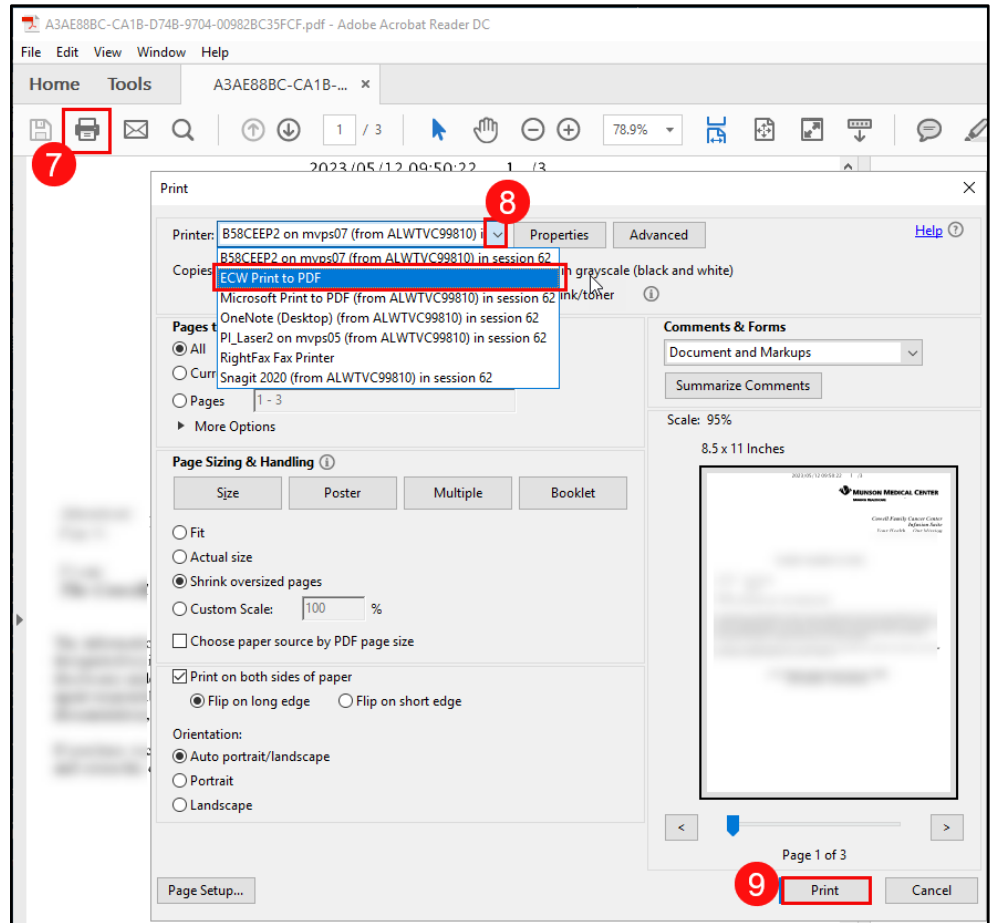
1. Select Patient Docs.
2. Select the Facility.
3. Select Ok.



4. Select the desired fax.
5. Select Print.
6. Select Print to PDF.

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7. Select the print icon.
8. Select ECW Print to PDF from the Printer drop-down.
9. Select Print.



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

