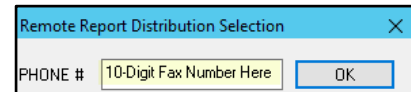


Faxing using Medical Records Request

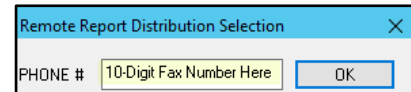
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|---|--|
| 1 | Open a patient's chart and click on Medical Record Request from the top toolbar. |
| 2 | Select the correct Template and Purpose from the drop-down. |
| 3 | Select the radio button Device selected from the Related Providers tab. |
| 4 | Click on the Sections tab to verify the correct Sections are selected.
Note: If AMB CP Scheduling Comprehensive Template is selected, specific Sections need to be checked otherwise ALL sections of the patient chart will fax. |
| 5 | Fill in Cover Page information: Destination, Requester, Comment. |
| 6 | Click the Device drop-down and select the desired device the fax is coming from (!Fx_your clinic). |
| 7 | Add the Destination Fax number into the Remote Report Distribution Selection window using a 10-digit format (231999999) and click OK. |
| 8 | Click Preview to Preview first. Click Send when ready to send. |



Clinical EHR Education Website Reference: [Printing or Faxing using Medical Record Request](#)

Faxing using Medical Records Request

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