

### Clinic Folder Access within the M Drive

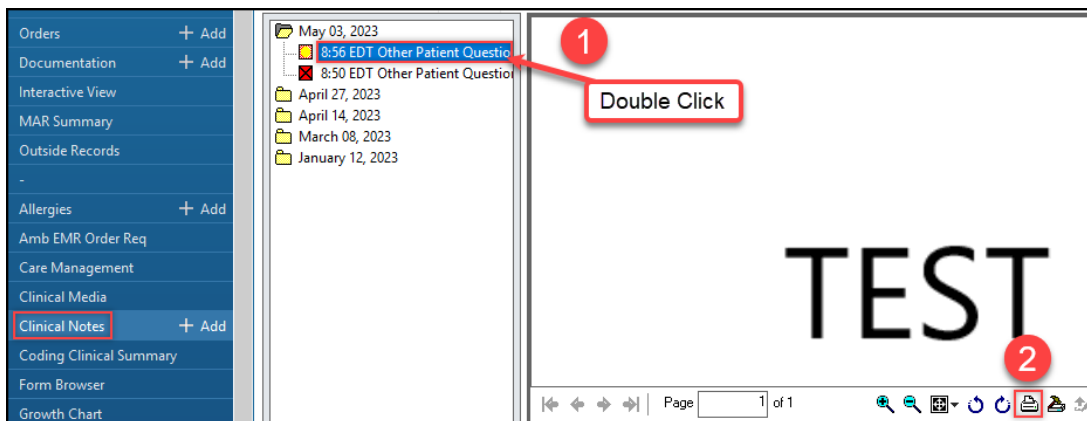
Documents that are not able to be faxed from Medical Record Request within PowerChart must be printed as a PDF and saved in a secure folder in the M drive. The document is to be deleted from the M drive folder after being faxed. Any remaining documents in the M drive folder after three days will be deleted automatically.

1. Establish the individual(s) in the clinic who will be responsible for utilizing RightFax for outgoing faxes.
2. Complete a Computer Systems Access Request Form requesting a secure M drive folder. Include the name of the clinic and the name(s) of employee(s) who need access to the clinic folder.
3. After the M drive folder and employee access is established, follow the processes below for adding documents to the M drive folder and using RightFax for outgoing faxes.

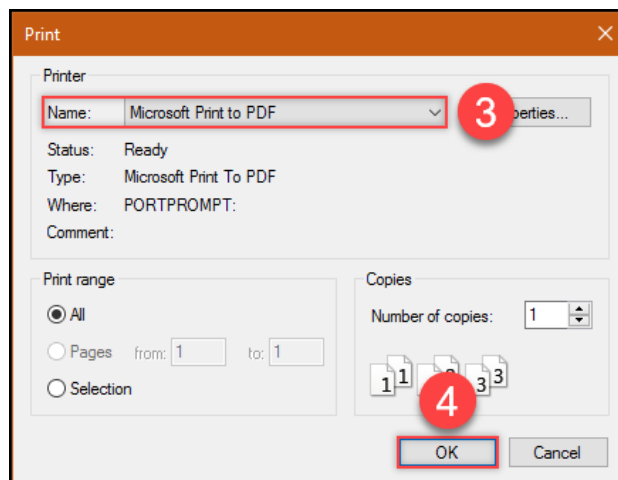
### Printing a Document as a PDF from PowerChart into an M Drive Clinic Folder

To print a document as a PDF:

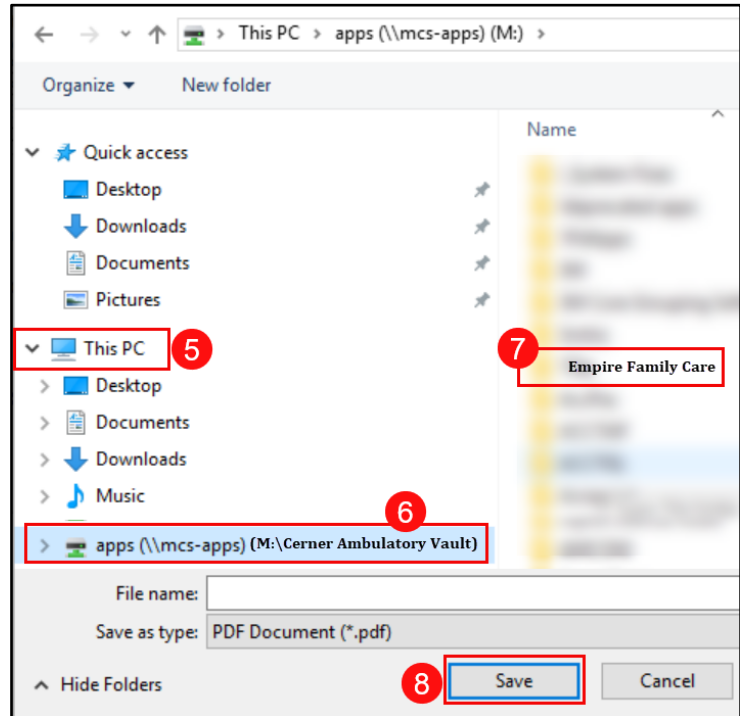
1. In Clinical Notes, double click on the document to open.
2. Click the Print icon.



3. From the Name: dropdown menu, select **Microsoft Print to PDF**.
4. Click **OK**.

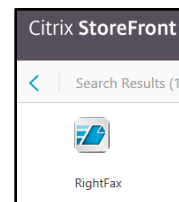


5. Click on the arrow to the left of **This PC** to expand the menu, if needed.
6. Click on **Network Drive (M:\Cerner Ambulatory Vault)**.
7. Find the **Practice Name**.
8. Click Save.

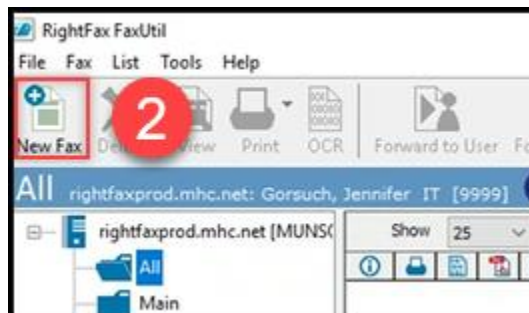


## Faxing from RightFax

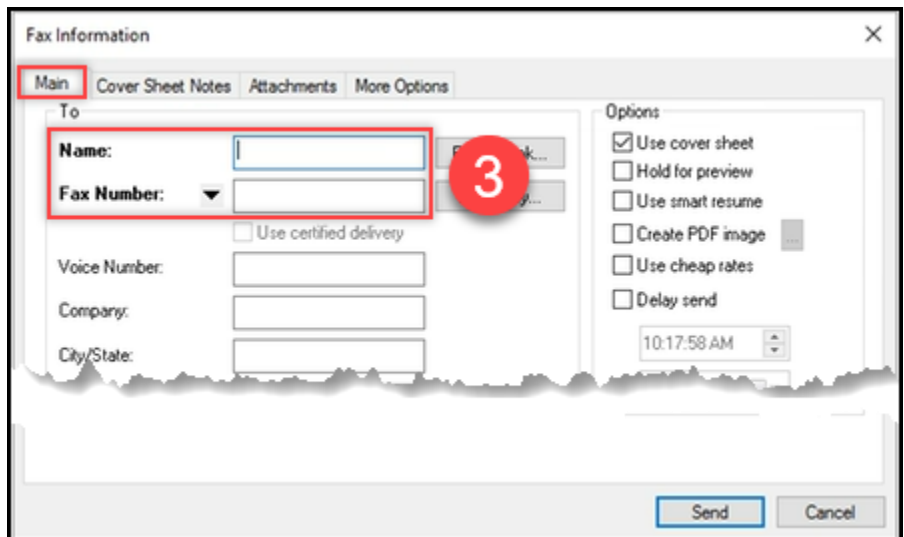
1. Launch the **RightFax** application from the Citrix StoreFront.



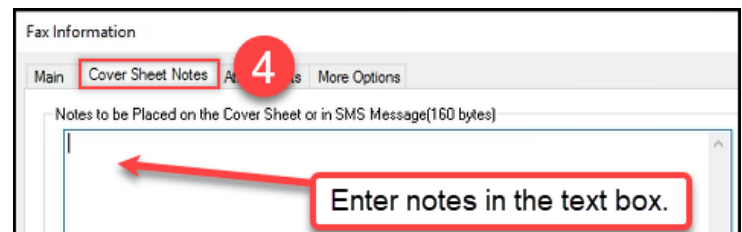
2. Click **New Fax**.



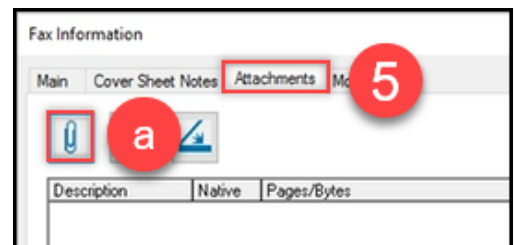
3. In the Fax Information window, enter the **To Name** and **Fax Number** in the appropriate fields on the **Main** tab.
  - a. The Fax Number must be entered as a **10-digit number** (ex: 2319999999).



4. Click on the **Cover Sheet Notes** tab and enter notes into the text box, as needed.

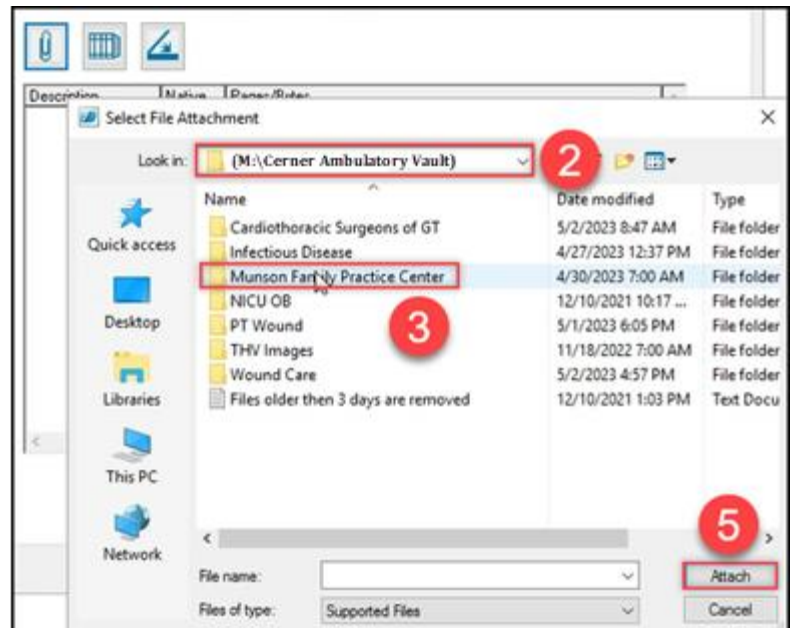


5. Click on the **Attachments** tab.
  - a. To upload a previously saved document from the M drive, click the paperclip icon.

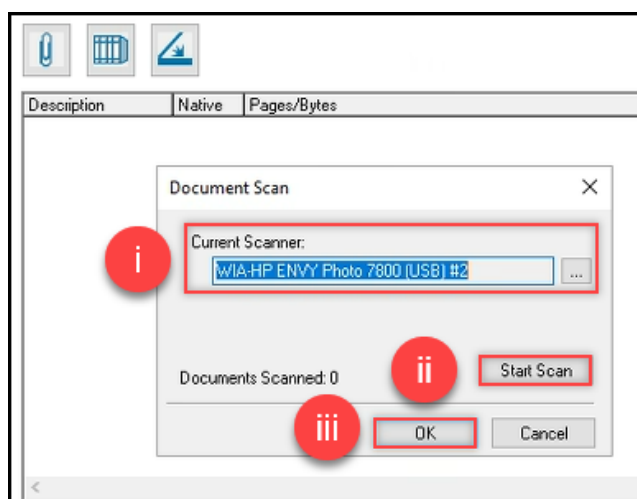
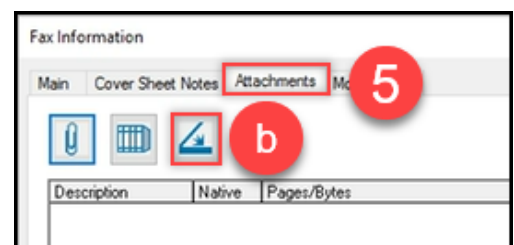


- i. Under This PC, select the following:
  1. Navigate to the M:\ Cerner Ambulatory Vault drive.
  2. Within the M: \ Cerner Ambulatory Vault.
  3. Select the appropriate department folder.
  4. Select the document.

5. Click **Attach**.



- b. To scan an original document, click the scanner icon.
  - i. Verify Current Scanner. Use the ellipsis to change the scanner if necessary.
  - ii. Click Start Scan.
  - iii. After the documents have been scanned, click OK to add the documents to the fax to be sent.



- 6. The **More Options** tab will allow the care team member to enter their Name and Fax Number as the document sender.
- 7. Click **Send** to send the fax once all fields are complete and documents are attached.

Fax Information

Main Cover Sheet Notes Attachments **More Options**

Other Options

Recipient Notify Address:

Recipient Fax ID:

Conversion Bias:

Use form:

Cover Sheet File:

Priority:

Automatic Deletion:

From

Name:

Fax Number:

Voice Number:

Company Fax Number:

Company Voice Number: