

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.

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	Printer		
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	Status: Type: Where: Comment:	Ready Microsoft Print To PDF PORTPROMPT:	-
	Print range	from: 1 to: 1	Copies Number of copies: 1 ÷ 11433 OK Cancel



RightFax for Clinical and Clerical Staff

RightFax EDUCATION

- 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.





- 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).

x Information	;
an Cover Sheet Notes Attachments More Options To Name: Fax Number: Use certified delivery Voice Number: Company: Cky/State:	Options Use cover sheet Hold for preview Use smart resume Create PDF image Use cheap rates Delay send 10:17:58 AM
	Send Cancel

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

Fax Info	ormation	
Main	Cover Sheet Notes At 4 is More Options	
No	ites to be Placed on the Cover Sheet or in SMS Message(16	0 bytes)
	Enter not	es in the text box.

- 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.

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Description	Native	Pages/Bytes
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- 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.



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Other Options Recipient Notifu Address	Use form:	Prioritur	
	COPY - Copy back groun V	Normal ~	
Recipient Fax ID:	Cover Sheet File:	Automatic Deletion:	
	MHC_Def (docx) ~	Never ~	
Conversion Bias:	View		
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Name: Fax Number:		6	
Voice Number			
Company Fax Number:			
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