JOB AID: FAXING NOTE TO AN OUTSIDE CMA REFERRING PROVIDER

CREATED BY HEALTH AND CLINICAL IT LEARNING AND DEVELOPMENT

FOR

Creighton
MEDICAL ASSOCIATES
1. Select patient, and navigate to Clinical Desktop, select Chart Viewer. Find the note you plan to fax.

2. Right click on the note, and select FAX.
3. Select the Referring Provider “bubble”.
   a. Check the drop down arrow to see if provider name is an option.
   b. If Provider is not in the drop down, select the binoculars.

4. When you select the binoculars, search for appropriate provider in the search bar. Once found highlight the provider and select “OK”.
5. Entering comments.
   
a. You may add any additional comments in the “Comment” box. This will appear on the face sheet of the fax.

   b. You may also fax the “Cover Letter” document (if one was created) in addition to the Office Note. Follow the same steps as above.

6. Select “OK” when complete