



# MDlog

## Fax User Guide

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Driving Efficiency of Practitioners



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# MDLog

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# How to configure eFax

Go to Admin Panel

Latest Message: A new handoff has been created for Patient Adam,Warry You have 25 unread alert(s). [Go to messages inbox](#)

**Patient List** Filter by units: All Units  Show Rounding List View

Write a H&P Note Handoffs Discharge Discharge Summary Search:

Patient	Write an Attending Note	Admit Dx	Reason For Visit	Handoff/Nursing Notes
<a href="#">Adam jr,Warry</a> 80 Female MR #: 17181643 DOA: 01/11/2011 Unit/Room #: Unassigned/Unassigned Attending: Kodey,Avinash MD		Dementia 134	Marked for follow up on 04/10/2014	<b>Nursing Notes:</b> Marked for Medical Care ..... Sogal,Nagavardhan MD - 04/06/2014
<a href="#">AKAI jr,MOON</a> 28 Female MR #: 48089128 DOA: 10/10/2012 Unit/Room #: Unassigned/Unassigned Attending: Sogal,Nagavardhan MD		dementia she underwent elective right total knee arthroplasty undulated	Marked for follow up on 04/09/2014	
<a href="#">andriod,galaxy</a> 49 Male MR #: 50632127 DOA: 11/05/2013 Unit/Room #: Unassigned/Unassigned Attending: Sogal,Nagavardhan MD		This so we could dementia	Periodic Review on 03/18/2014	<b>Handoffs</b> Check lungs for infection ..... Sogal,Nagavardhan MD - 02/06/2014
<a href="#">Antis,Gerry</a> 96 Female MR #: 43605090 DOA: 12/01/2010 Unit/Room #: Unassigned/Unassigned Attending: Sogal,Nagavardhan MD		Admit	Marked for follow up on 04/10/2014	<b>Nursing Notes:</b> Marked for Medical Care ..... Sogal,Nagavardhan MD - 04/06/2014

Go to Admin Panel in the menu tab

# How to configure eFax

The screenshot shows a web application interface with a top navigation bar containing icons and buttons for 'Rounding List', 'Do Handoffs', 'InProgress Notes', and 'Review Notes'. On the left is a sidebar menu under 'Administration' with items like 'PCP Groups', 'Facilities', 'Users', 'Roles', 'Specialities', 'SOAP Note', 'Customizations', 'Assessments', 'Lab Tests', 'Assessment Plans', 'Import Patients', 'Import ICD9 Codes', 'Import CVX Codes', 'Import MVX Codes', 'Rules', 'Practice Settings', 'Reports', 'Patient Reminders', and 'Patient ADT Dump'. The 'Facilities' item is highlighted with a black box, and an arrow points from it to the text 'Go to facilities'. The main content area is titled 'User List' and features a search bar and a table of users. The table has columns for Username, Name, EMail Address, and Actions. Below the table is a pagination control showing 'Showing 1 to 10 of 23 entries' and buttons for 'First', 'Previous', '1', '2', '3', 'Next', and 'Last'. A blue 'Add New User' button is located in the top right corner of the main area.

Username	Name	EMail Address	Actions
<a href="mailto:nsogal@gmail.com">nsogal@gmail.com</a>	Nagavardhan,Sogal	nsogal@gmail.com	Disable   Emergency Access
<a href="mailto:akodey@optonline.net">akodey@optonline.net</a>	User,Admin	akodey@optonline.net	Disable   Emergency Access
<a href="mailto:ak@yahoo.com">ak@yahoo.com</a>	User,Nurse	ak@yahoo.com	Disable   Emergency Access
<a href="mailto:sales@mdops.com">sales@mdops.com</a>	User,Accounting	sales@mdops.com	Disable   Emergency Access
<a href="mailto:enhancements@mdops.com">enhancements@mdops.com</a>	user,admission	enhancements@mdops.com	Inactive
<a href="mailto:test@mdops.com">test@mdops.com</a>	Test,User	test@mdops.com	Inactive
<a href="mailto:test@mdops.com">test@mdops.com</a>	test,user	test@mdops.com	Inactive
<a href="mailto:test@mdops.com">test@mdops.com</a>	Test,Espn	test@mdops.com	Disable   Emergency Access
<a href="mailto:enhancements@mdops.com">enhancements@mdops.com</a>	enhancements,User	enhancements@mdops.com	Disable   Emergency Access
<a href="mailto:jgarros@mdops.com">jgarros@mdops.com</a>	Jim,Garros	jgarros@mdops.com	Disable   Emergency Access

Click on facilities in the left panel

# How to configure eFax

Administration

- PCP Groups
- Facilities**
- Users
- Roles
- Specialities
- SOAP Note
- Customizations
- Assessments
- Lab Tests
- Assessment Plans
- Import Patients
- Import ICD9 Codes
- Import CVX Codes
- Import MVX Codes
- Rules
- Practice Settings
- Reports
- Patient Reminders
- Patient ADT Dump

**Facility List** Add New Facility

Search:

Name	Date Created	Actions
<b>Additional facility-5678</b>	09/26/2013 04:09:57	Remove   Manage units   Billing Codes   Manage Users
<a href="#">Bbbb</a>	04/14/2014 01:04:25	Remove   Manage units   Billing Codes   Manage Users
<a href="#">Danbury Retirement</a>	05/05/2013 09:05:21	Remove   Manage units   Billing Codes   Manage Users
<a href="#">day new</a>	12/06/2013 10:12:20	Remove   Manage units   Billing Codes   Manage Users
<a href="#">daynew</a>	12/06/2013 11:12:18	Remove   Manage units   Billing Codes   Manage Users
<a href="#">Dayton General</a>	06/08/2012 07:06:16	Remove   Manage units   Billing Codes   Manage Users
<a href="#">don</a>	11/21/2013 10:11:55	Remove   Manage units   Billing Codes   Manage Users
<a href="#">facility 3456</a>	09/13/2013 01:09:09	Remove   Manage units   Billing Codes   Manage Users
<a href="#">Georgia Rehab</a>	05/26/2013 10:05:47	Remove   Manage units   Billing Codes   Manage Users
<a href="#">LA general</a>	06/14/2013 12:06:30	Remove   Manage units   Billing Codes   Manage Users

Showing 1 to 10 of 22 entries First Previous 1 2 3 Next Last

Click on facility for which you want to add fax number.

# How to configure eFax

**Administration**

- PCP Groups
- Facilities**
- Users
- Roles
- Specialities
- SOAP Note Customizations
- Assessments
- Lab Tests
- Assessment Plans
- Import Patients
- Import ICD9 Codes
- Import CVX Codes
- Import MVX Codes
- Rules
- Practice Settings
- Reports
- Patient Reminders
- Patient ADT Dump

**Edit Facility**

Back Manage Units

\* SiteID: HTnm9f

\* Name: Additional facility-5678

\* Address: 12 mt ave

\* City: Ohio

\* State: OH

\* Country: USA

\* Zipcode: 12345

\* Phone Number: (123)131-3131

Email Address: Changeme@changme.co

\* PCP Groups: Other, TGG, Senior Care

Fax Number [ ] Validate

Enter the fax number and Click on validate, It will take approx 3 min to validate and will display proper message beside the text box (valid or invalid)

Click on save once it is validated

Save Cancel

Enter the fax number in the text box and click on Validate. It would take approx 3 min To validate(valid on invalid). Once it is validated Click on Save button

# How to send eFax

Click on Medical records tab for faxing

Latest Message: A new handoff has been created for Patient Adam, Warry You have 25 unread alert(s). [Go to messages inbox](#)

**Patient List** Filter by units:   Show Rounding List View

[Write a H&P Note](#) [Handoffs](#) [Discharge](#) [Discharge Summary](#) Search:

Patient	Write an Attending Note	Admit Dx	Reason For Visit	Handoff/Nursing Notes
<a href="#">Adam jr, Warry</a> 80 Female MR #: 17181643 DOA: 01/11/2011 Unit/Room #: Unassigned/Unassigned Attending: Kodey, Avinash MD		Dementia 134	Marked for follow up on 04/10/2014	<b>Nursing Notes:</b> Marked for Medical Care ..... Sogal, Nagavardhan MD - 04/06/2014
<a href="#">AKAI jr, MOON</a> 28 Female MR #: 48089128 DOA: 10/10/2012 Unit/Room #: Unassigned/Unassigned Attending: Sogal, Nagavardhan MD		dementia she underwent elective right total knee arthroplasty undulated	Marked for follow up on 04/09/2014	
<a href="#">andriod, galaxy</a> 49 Male MR #: 50632127 DOA: 11/05/2013 Unit/Room #: Unassigned/Unassigned Attending: Sogal, Nagavardhan MD		This so we could dementia	Periodic Review on 03/18/2014	<b>Handoffs</b> Check lungs for infection ..... Sogal, Nagavardhan MD - 02/06/2014
<a href="#">Antis, Gerry</a> 96 Female MR #: 43605090 DOA: 12/01/2010 Unit/Room #: Unassigned/Unassigned Attending: Sogal, Nagavardhan MD		Admit	Marked for follow up on 04/10/2014	<b>Nursing Notes:</b> Marked for Medical Care ..... Sogal, Nagavardhan MD - 04/06/2014

Once you give a valid fax number and saved it. Go to Medical records screen by Clicking on medical records tab in the menu bar

# How to send eFax

Latest Message: A new handoff has been created for Patient Adam,Warry

You have 25 unread alert(s). [Go to messages inbox](#)

### Past Progress Notes List

Type of Note:  ProgressNote  H&P  Discharge Summary  All

Filing Date Options: Today ▾

FAX Status: ---Select--- ▾

Practitioner: Sogal,Nagavardhan MD ▾

Facility: Suffolk Oral Surgery ▾ Units: All ▾

Patient:  All

Go

Print All Fax All

Showing 0 to 0 of 0 entries

Encounter Date	Patient Name / MR#	Main DX	Author / Speciality	Type of Note / Filed Date	Status	Comments	Printed On / Faxed On
No data available in table							

Showing 0 to 0 of 0 entries

First Previous Next Last

Filter the criteria accordingly and click on Go

# How to send Fax

Latest Message: A new handoff has been created for Patient Adam.Warry You have 25 unread alert(s). [Go to messages inbox](#)

### Past Progress Notes List

Type of Note:  ProgressNote  H&P  Discharge Summary  All

Filing Date Options:

FAX Status:

Practitioner:

Facility:  Units:

Patient:  All

Click on Fax All for fax of notes

Showing 1 to 10 of 25 entries

Encounter Date	Patient Name / MR#	Main DX	Author / Speciality	Type of Note / Filed Date	Status	Comments	Printed On / Faxed On
2014-04-12	Beecham,Mary / 83227090	Diabetes mellitus of mother, complicating pregnancy, childbirth, or the puerperium, antepartum condition or complication - 648.03	Sogal,Nagavardhan MD / Geriatrics	Progress Note / 2014-04-11 22:16:58	Filed		
2014-04-11	Lam,See / 37411765	Asthma, unspecified type, unspecified - 493.90	Sogal,Nagavardhan MD / Geriatrics	Progress Note / 2014-04-11 22:46:04	Filed		
2014-04-11	ANT,GERRY / 97256575	Diabetes mellitus of mother, complicating pregnancy, childbirth, or the puerperium, delivered, with mention of postpartum complication - 648.02	Sogal,Nagavardhan MD / Geriatrics	Progress Note / 2014-04-11 22:40:35	Filed		
2014-04-10	roger,fedrer / 8243860	Malignant neoplasm of peritoneum, unspecified - 158.9	Sogal,Nagavardhan MD / Geriatrics	Progress Note / 2014-04-10 04:11:06	Filed	Fax sent successfully	2014-04-11 / 2014-04-11

Once clicking on Go . All the records would be displayed. Click on “Fax All” button.

# How to send eFax

Latest Message: A new handoff has been created for Patient Adam,Warry You have 25 unread alert(s). [Go to messages inbox](#)

### Past Progress Notes List

Type of Note:  ProgressNote  H&P  Discharge Summary  All

Filtering Date Options:

FAX Status:

Practitioner:

Facility:

Units:

Patient:  All

Encounter Date	Patient Name / MR#	Main DX	Author / Speciality	Type of Note / Filed Date	Status	Comments	Printed On / Faxed On
2014-04-12	Beecham, Mary / 83227090	Diabetes mellitus of mother, complicating pregnancy, childbirth, or the puerperium, antepartum condition or complication - 648.03	Sogal, Nagavardhan MD / Geriatrics	Progress Note / 2014-04-11 22:16:58	Filed	Status will appearing here once you select the appropriate status	
2014-04-11	Lam, See / 37411765	Asthma, unspecified type, unspecified - 493.90	Sogal, Nagavardhan MD / Geriatrics	Progress Note / 2014-04-11 22:46:04	Filed		
2014-04-11	ANT, GERRY / 97256575	Diabetes mellitus of mother, complicating pregnancy, childbirth, or the puerperium, delivered, with mention of postpartum complication - 648.02	Sogal, Nagavardhan MD / Geriatrics	Progress Note / 2014-04-11 22:40:35	Filed		
2014-04-10	roger.fedrer / 8243860	Malignant neoplasm of peritoneum, unspecified - 158.9	Sogal, Nagavardhan MD / Geriatrics	Progress Note / 2014-04-10 04:11:06	Filed	Fax sent successfully	2014-04-11 / 2014-04-11

To Check the status of the Fax . Select the Appropriate status and press Go. Check the comments column to see the status of the Fax and Faxed on date

# Comments

An eFax transmission may be unsuccessful for various reasons, including the destination number being busy, telephone line error, fax tone undetected (e.g. human voice or voice mail reached) or other technical problems with the remote fax. If the transmission failed after the connection to the remote fax was established, it is still possible that some pages were successfully delivered.

To ensure senders are aware of any failures, they receive email notification few minutes after sending the fax indicating the success or failure of the fax transmission so they can retry in case of failure.