Faxing from the Discharge

Scope: *Inpatient* Providers are the only ones that will have this functionality available. Not available for Emergency or Outpatient Surgery areas.

Step 1: From your Discharge Section of your Menu, Fill out the corresponding information for the patient and go down the list on the left hand side to add and review the Discharge Diagnosis, Consolidated Problems list, Patient Education, Follow up, Med Rec, Discharge order.

Step 2: When adding the **Follow-up**, Search for the Provider.
Step 3: Select from the Predefined comments for quick follow-up phrases, including “Test to be done” and “Pending Test Results” or add your own comments.

Step 4: Open the Review and Sign option

Step 5: When you Sign and Print, using the Pencil Paper Icon, the Document will fax and print.
Troubleshooting:

If you are unsure if a provider is associated to a fax number or if you wish to see the fax number

1. When you select **Review and Sign** → Select the **Options Button** on the bottom right and you will see the recipient along with their fax number. If it is blank you can manually add it in by double clicking or adding a new provider and free-texting the name and phone number.

2. If the Fax Fails, HIMS will be alerted and follow up with the office to ensure they receive the discharge document you have attempted to send.

Future Maintenance

For any provider with an incorrect fax number, missing fax numbers or changing the existing fax, please contact HIMS.

In the Future:

Labs may pull in to the Discharge Transition of Care Document. *Not yet available.*