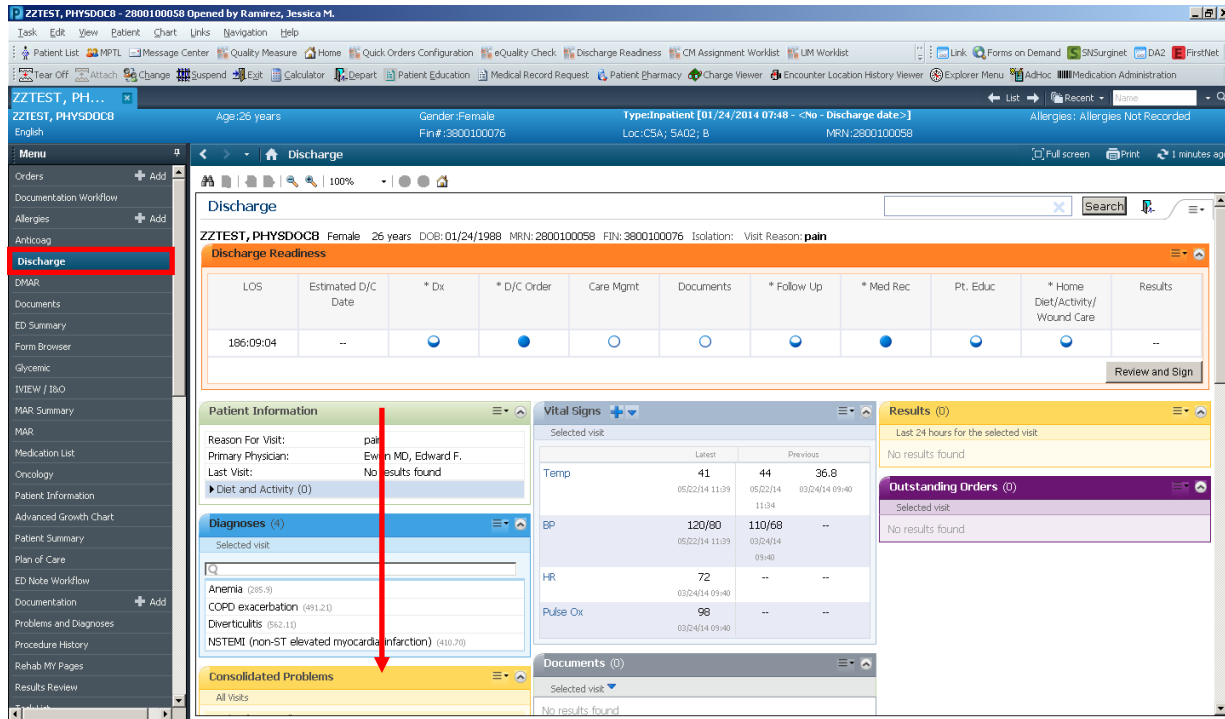


## Faxing from the Discharge

**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.

1



Discharge

Discharge Readiness

LOS	Estimated D/C Date	* Dx	* D/C Order	Care Mgmt	Documents	* Follow Up	* Med Rec	Pt. Educ	* Home Diet/Activity/Wound Care	Results
186:09:04	--	●	●	○	○	●	●	●	●	--

Review and Sign

Patient Information

Reason for Visit: pain  
Primary Physician: Ewain MD, Edward F.  
Last Visit: No results found

Diagnoses (4)

Selected visit

- Anemia (285.9)
- COPD exacerbation (491.2)
- Diverticulitis (562.10)
- NSTEMI (non-ST elevated myocardial infarction) (410.79)

Consolidated Problems

All Visits

Vital Signs

Selected visit

	Latest	Previous
Temp	41 05/22/14 11:39	44 05/22/14 11:39 36.8 03/24/14 09:40
BP	120/80 05/22/14 11:39	110/68 03/24/14 09:40
HR	72 03/24/14 09:40	--
Pulse Ox	98 03/24/14 09:40	--

Results (0)

Last 24 hours for the selected visit

No results found

Outstanding Orders (0)

Selected visit

No results found

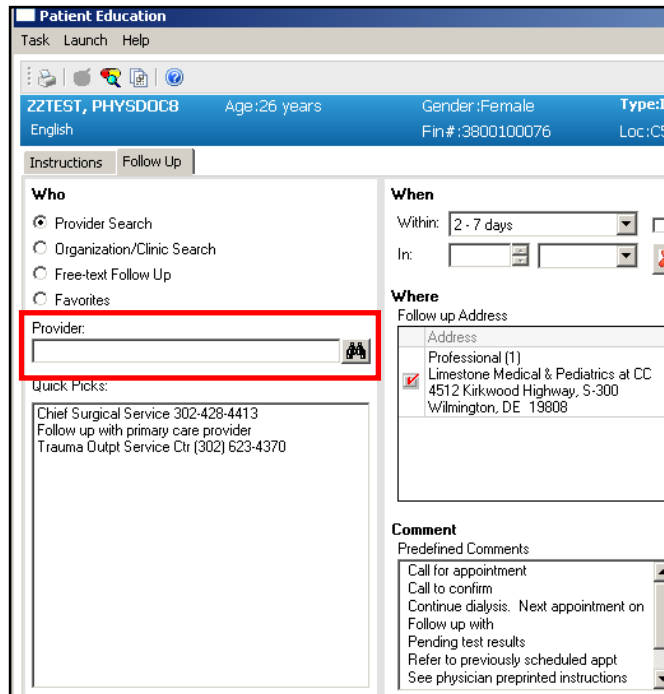
Documents (0)

Selected visit

No results found

Step 2: When adding the **Follow-up**, Search for the Provider.

2



Patient Education

Task Launch Help

ZZTEST, PHYSDOCB Age:26 years Gender:Female Type:In  
English Fin#:3800100076 Loc:CSA

Instructions Follow Up

Who

☒ Provider Search  
☐ Organization/Clinic Search  
☐ Free-text Follow Up  
☐ Favorites

Provider:

Quick Picks:

- Chief Surgical Service 302-428-4413
- Follow up with primary care provider
- Trauma Outpt Service Ctr (302) 623-4370

When

Within: 2 - 7 days

In:

Where

Follow up Address

Address

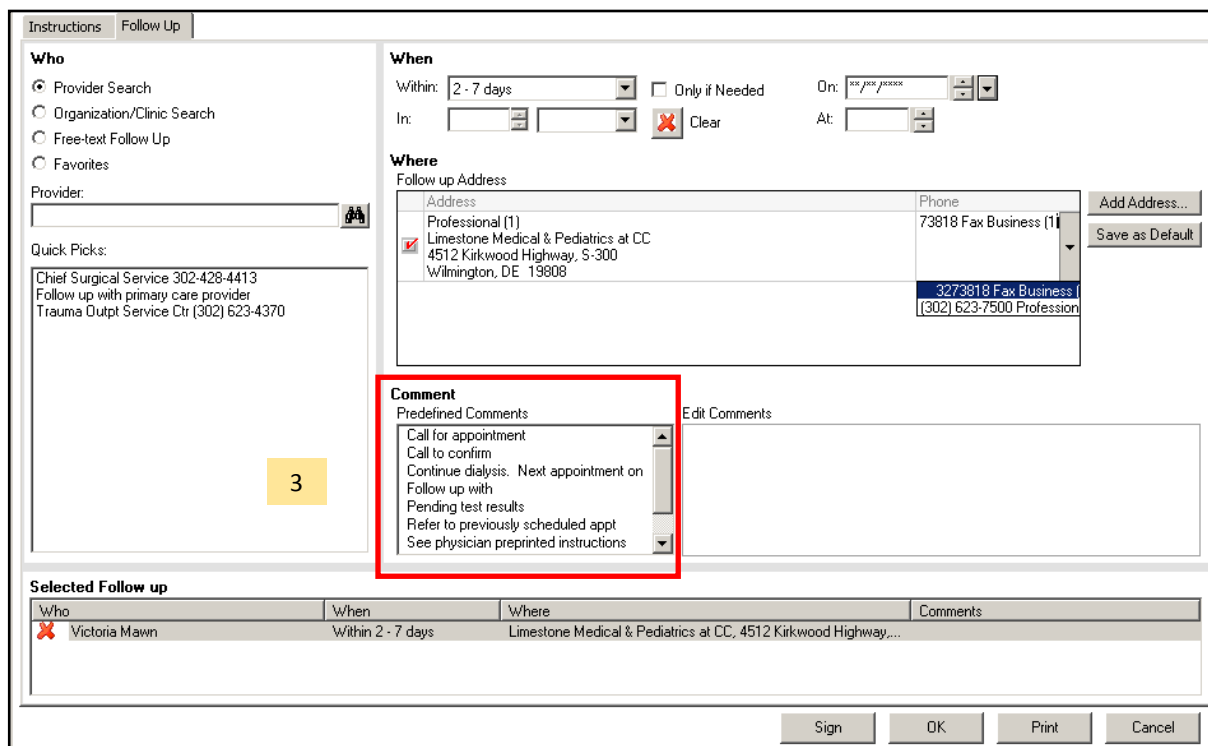
Professional (1)  
Limestone Medical & Pediatrics at CC  
4512 Kirkwood Highway, S-300  
Wilmington, DE 19808

Comment

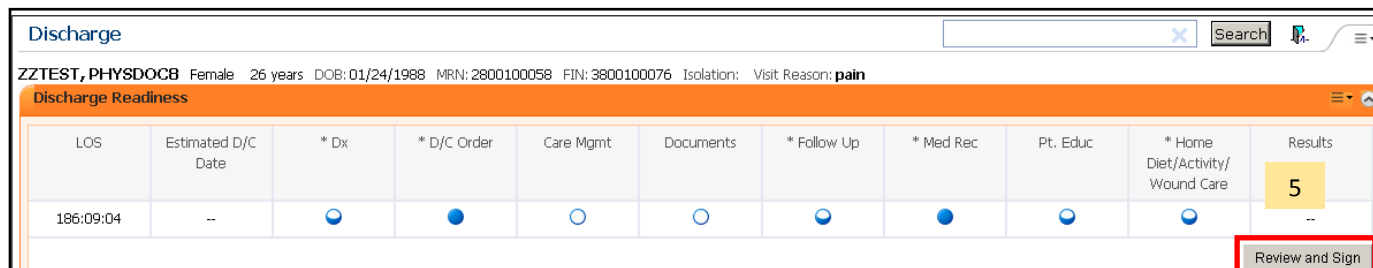
Predefined Comments

- Call for appointment
- Call to confirm
- Continue dialysis. Next appointment on
- Follow up with
- Pending test results
- Refer to previously scheduled appt
- See physician preprinted instructions

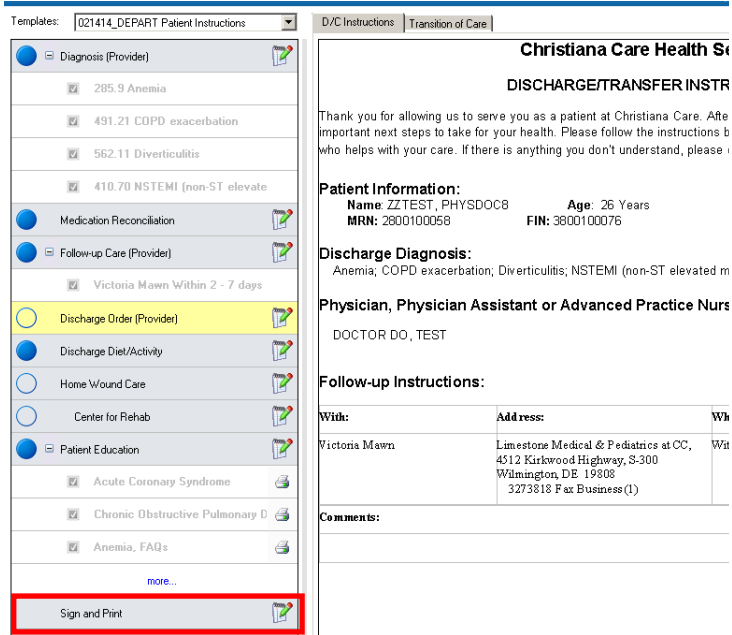
Step 3: Select from the Predefined comments for quick follow-up phrases, including “Test to be done” and “Pending Test Results” or add your own comments.



Step 4: Open the Review and Sign option



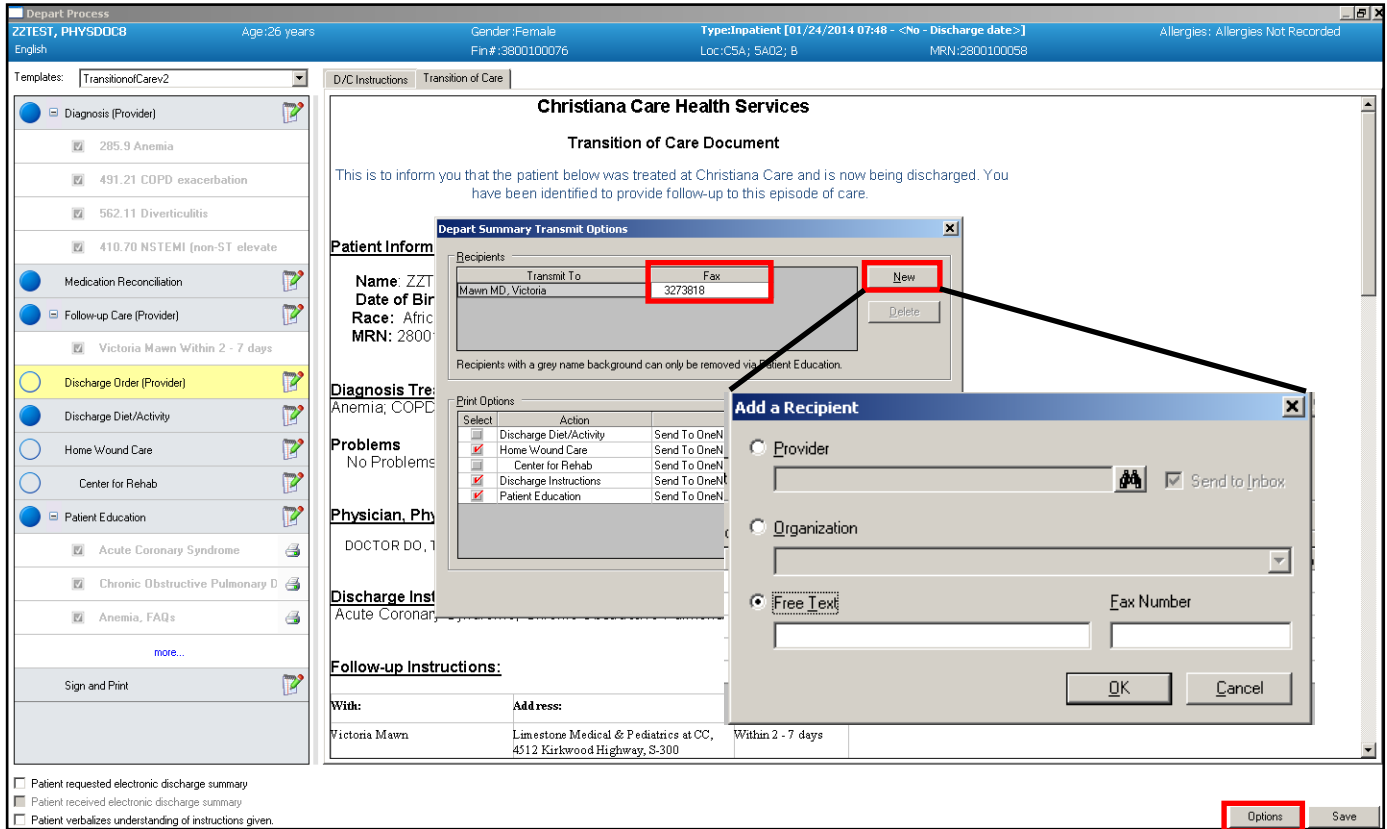
Step 5: When you **Sign and Print**, using the Pencil Paper Icon, the Document will fax and print.



## 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.



**Christiana Care Health Services**  
**Transition of Care Document**

This is to inform you that the patient below was treated at Christiana Care and is now being discharged. You have been identified to provide follow-up to this episode of care.

**Depart Summary Transmit Options**

**Patient Inform**

Name: ZZTEST, PHYSDOC8  
Date of Birth: 01/24/1988  
Race: African American  
MRN: 2800100076

**Diagnosis Tre**  
Anemia, COPD

**Problems**  
No Problems

**Physician, Phy**  
DOCTOR DO, T

**Discharge Inst**  
Acute Coronary

**Follow-up Instructions:**

With: Victoria Mawn  
Address: Limestone Medical & Pediatrics at CC, 4512 Kirkwood Highway, S-300  
Within 2 - 7 days

**Add a Recipient**

**Provider**  
[Name Field] [Send to Inbox] [OK] [Cancel]

**Organization**  
[Name Field] [OK] [Cancel]

**Free Text**  
[Name Field] [Fax Number Field] [OK] [Cancel]

**Options** [Save]

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.