

Using Zetafax™ with Patient Records™

There are many ways we use Zetafax with Patient Records™. These uses include:

1. [Faxing Prescriptions to the pharmacies with MD signatures](#)
2. [Faxing Chart Summaries, Partial Charts, Full Charts](#)
3. [Faxing Requisitions for Services to hospital with MD signatures](#)
4. [Faxing Other Documents](#)

Likewise, we can receive, forward and annotate faxes before we send them back out without having to print any paper. Below are the procedures for doing this.

Faxing Prescriptions to the pharmacies with MD signatures

Frequently, there are patients for who faxing a prescription to the pharmacy at the time of visit will help (such as a very sick office patient who is leaving the office at 4:50pm, or a mother who has 3 sick children with her for separate visits and she is *overwhelmed!*, etc.).

As a reminder and a strict rule: **NO** NURSE or other staff person can initiate or refill a prescription without the physician either filling/refilling the prescription themselves or under DIRECT verbal authorization. This is exclusive of CATEGORY II drugs which are (at present) required to be written(printed in our case) and signed.

Here are the steps to fax a prescription to a pharmacy:

1. Create the new prescription or refill the new prescription as usual.
2. Before leaving the prescription field, choose “Fax as a group” (see the image below)
3. If you are doing multiple prescriptions, make sure that you click “Fax as a group” for each prescription.

Prescription: SETUP, JANE D <New>

Rx Template Code: ZPAK by Template Code by Indication(s)

Rx Template Name: Zithromax ZPAK

Date	Medication	Size	Take	Freq	Dur
05/14/02	ZITHROMAX	250mg	As Dir	-	5

Amount	Refills	Route	Print	Prov	RADD
6	0	ORAL	Fax as a group	FB3 FLOY	I <input type="checkbox"/> Outside

Indication 1:

Indication 2:

Note:

Pharmacy:

Use Extended Sig Limit Refills Drug Interaction Check New Rx Template

Use Extended Sig Only Substitution OK Allergy Check

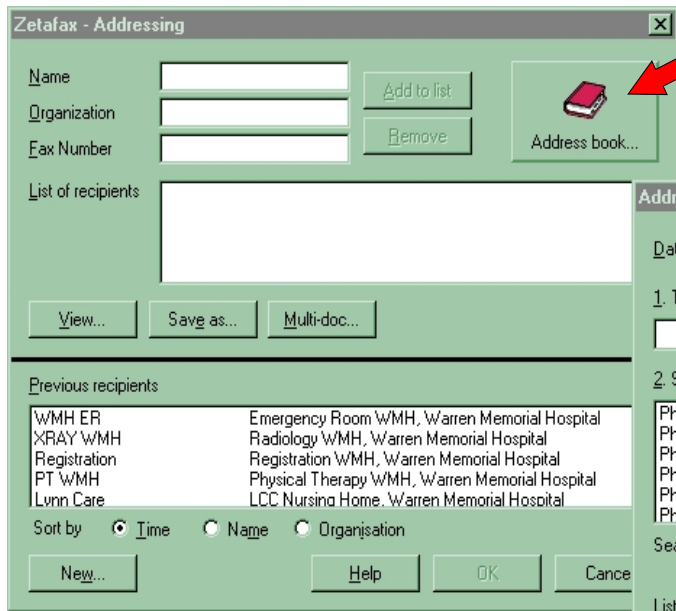
Use Patient Instructions Update Progress Note

Wholesale: \$7.77 per unit. Total: \$46.52 Generic: (no price) per unit. Total: (no price)

Insurance Total: (no price)

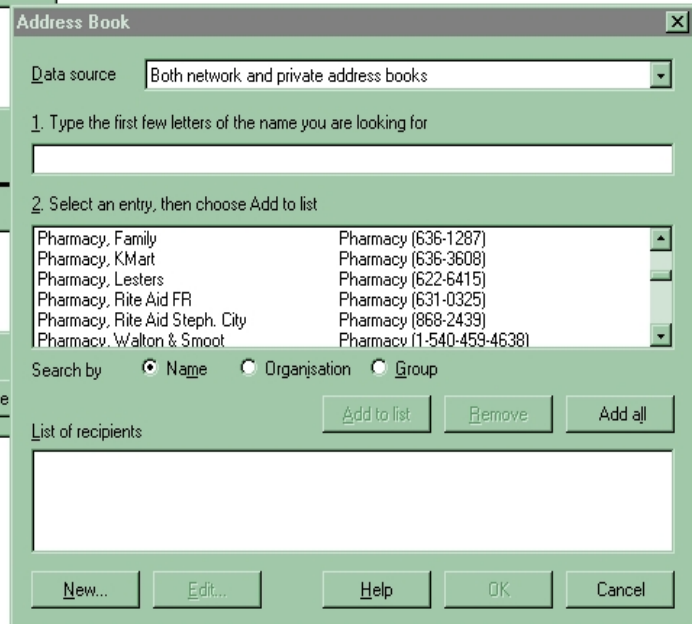
4. Click “OK” and exit out of the “New Prescription Screen” (or when refilling RX)
5. When you then exit out of the RX section of the chart - the “Zetafax Printer” will be chosen by default as the “PRINTER” - Then click “OK” - The Zetafax program will then run to prepare the fax.

1. Once the Zetafax program starts, you will see the image below:



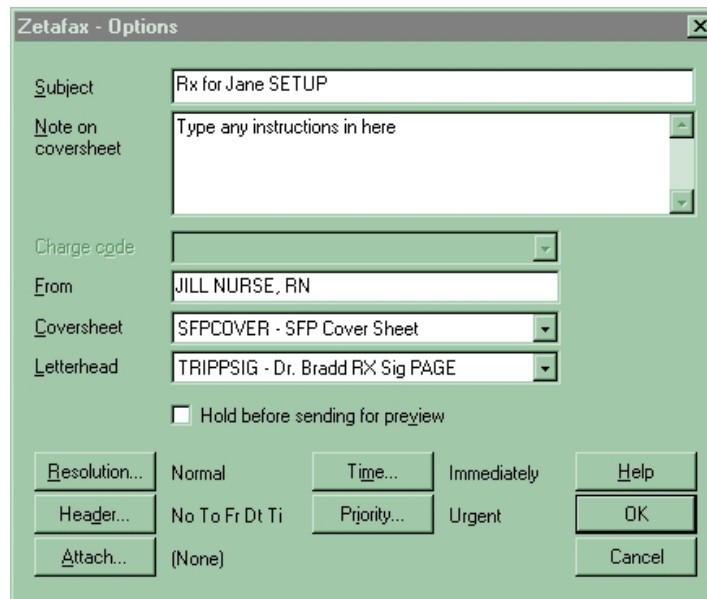
2. Click on the Address Book to bring up the screen on the right which will give you a pick list of the pharmacies.

Each entry was created with the "Last Name" as "Pharmacy" so the pharmacies are grouped.



3. Choose the Pharmacy to fax to then click on "Add to list" and Click "OK" in the Address Book. The "Zetafax Addressing" window (above) should then list the pharmacy you chose in the "List of recipients".

4. Then Click "OK" and the next window will come up below:



5. Fill out the Subject line (suggestion above), In the "Note on Coversheet" put any instructions and put your name on the "From" line.

A. Choose the Cover Sheet - In this case it is "SFP COVER - SFP COVER SHEET"

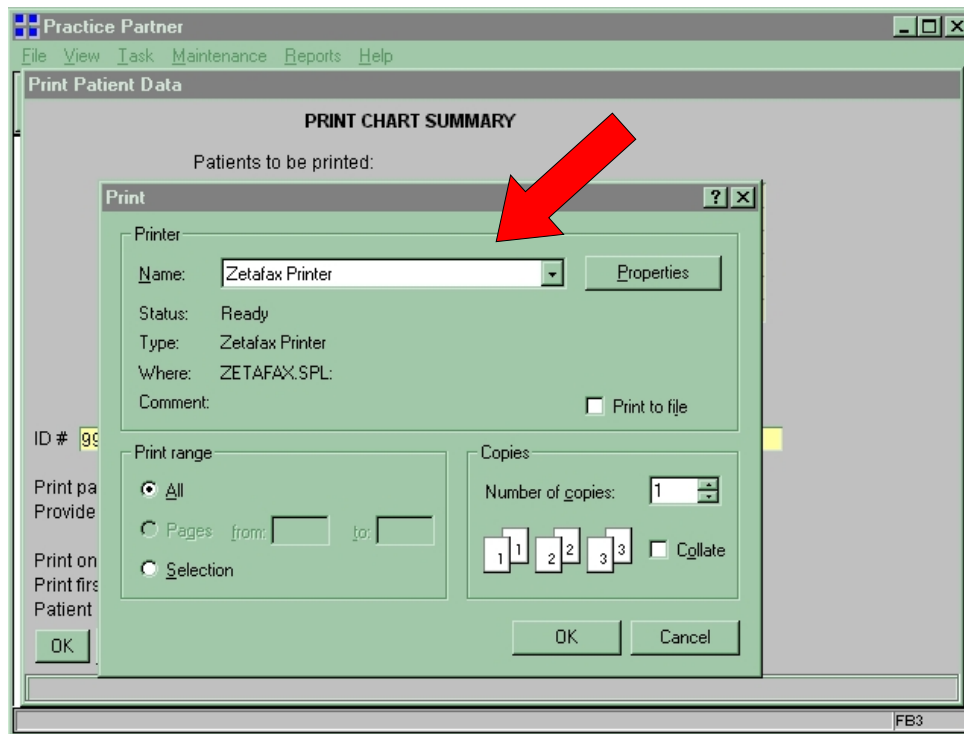
B. Choose the Letterhead - This will merge a signature with the faxed prescription so that the signature will appear as part of the prescription. The naming convention will follow the first name of the doctor and the choice will be for the "... RX Sig Page". In this example: TRIPPSIG - Dr. Bradd RX Sig PAGE.

6. Click "OK" and the fax will be created and go to the ZETA FAX queue for faxing the pharmacy. You're done!

Faxing Chart Summaries, Partial Charts, Full Charts

[RETURN TO TOP - Click Here](#)

Faxing Chart Summaries, Partial Charts, Full Chart from Patient Records™ is an easy matter with Zetafax. The steps to follow are the same as printing each of these documents. See Patient Records™ help if you do not yet know how to print these to printers. Again, the “printer” to use is the Zetafax printer. See the image below:



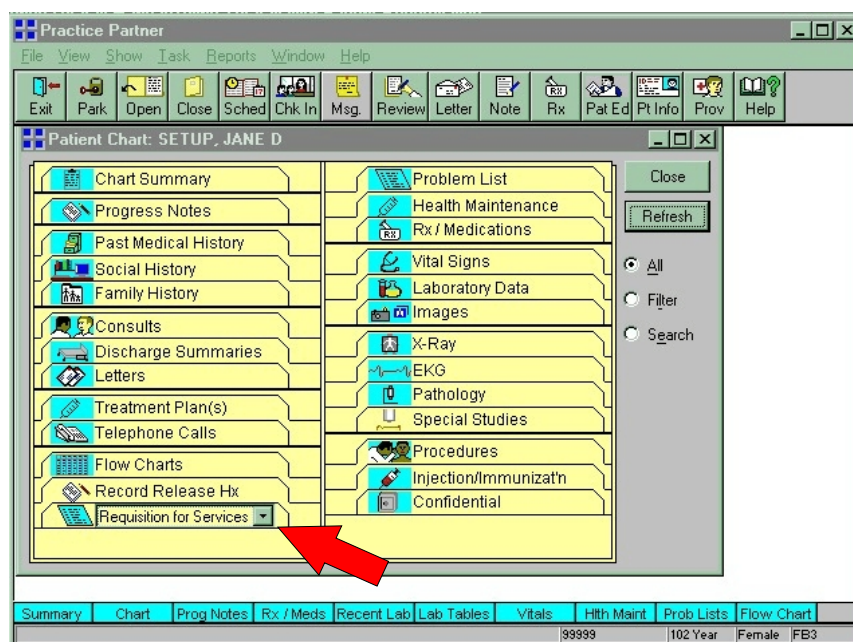
The follow the steps you need to fax as noted in the Zetafax manual.

Faxing Requisitions for Services to hospital with MD signatures

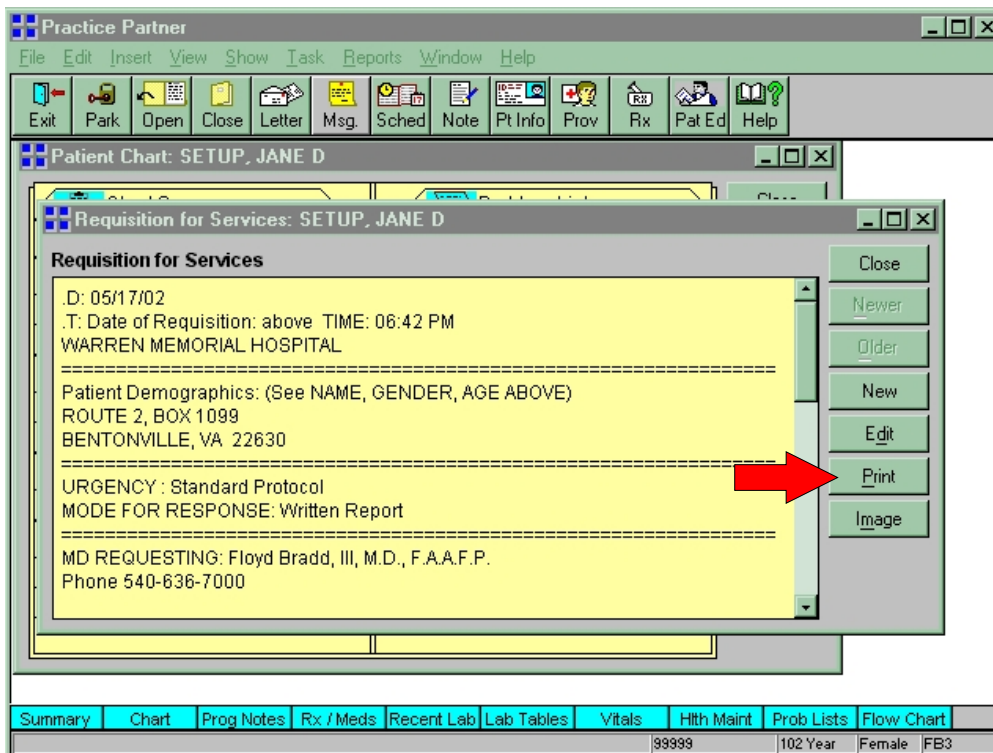
[RETURN TO TOP - Click Here](#)

Faxing requisitions that are created in Patient Records™ is simple. We have created in the individual patient record a section of the chart which is designed to hold the requisitions that we use with Warren Memorial Hospital and Winchester Medical Center. This patient record section is called “**Requisition for Services**”.

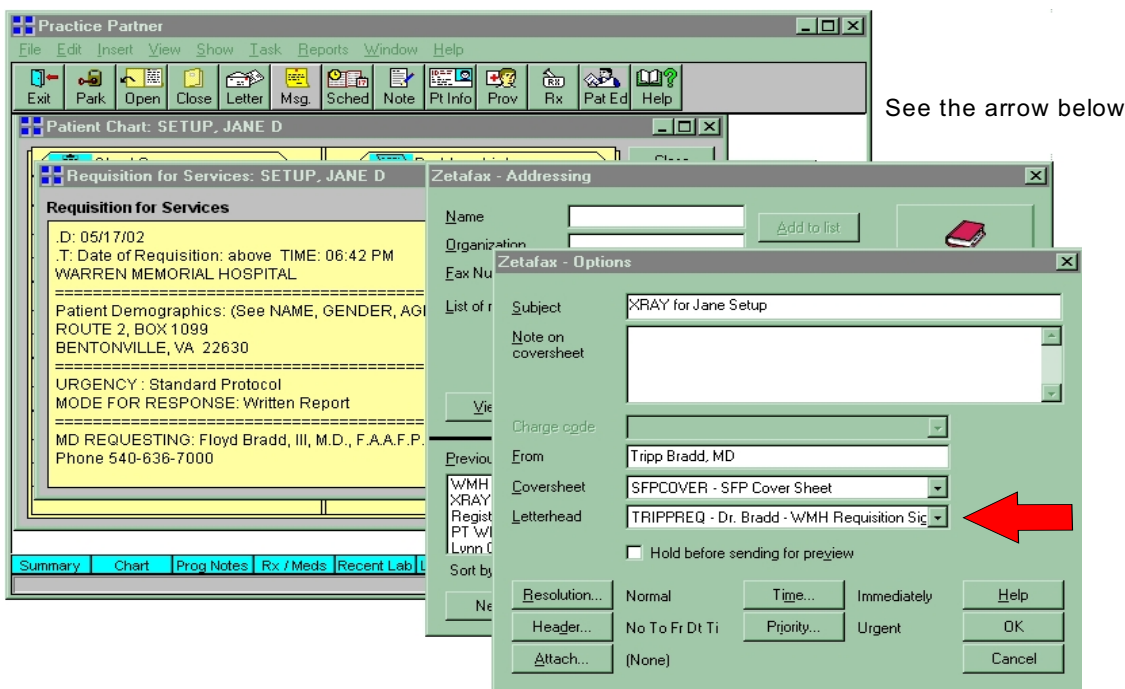
See the image below:



The prior requisition will be in the record and will look something like the image below. When you print the requisition you will again print it to "Zetafax Printer".



Zetafax which will come up automatically once you have chosen the Zetafax Printer and clicked "OK". Now you must add the signature to the requisition that will be faxed to the hospital. The choice will be the physician's signature which will be placed exactly where the signature line is placed. See the image below which is a window that comes up just before faxing. Choose the letterhead which is named in this example "TRIPPREQ - Dr. Bradd - WMH Requisition Sig".



The click "OK" and you can then fax it to the fax number you chose earlier with the requisition and the "letterhead" (in this case the signature of the correct doctor) merged together.

This is essentially what was covered in the ZETAFAX Manual which you can refer to.

Using Zetafax can lessen the number of steps it takes to get a document to another doctor, hospital or any other fax number you choose!

