

I N D I V I C A

Incoming Fax Management

This document outlines the process for checking faxes as they come directly into your OSCAR system.

I. Checking Faxes

Faxes that are sent to your clinic are stored in a special Inbox until they are assigned and removed.

1. Click Inbox in your OSCAR toolbar. In the top left, click Search.
2. In the list of Physicians, find and click the provider "ithream z_indivica".
Note: By default, the faxes will go to this Inbox. However, in some special cases, faxes are stored in different Inboxes. If faxes are not being sent to the ithream z_indivica inbox, please contact your office administrator.
3. Click Search.



Warning: There is no indication in OSCAR that an Inbox other than yours has new items. Your office will have to decide on a protocol for checking faxes (e.g. check every other hour, check at the beginning of the day, etc.).

II. Assigning Faxes

1. After you check your faxes (see Section I), click Not, Assigned.

<input type="checkbox"/> Health Number	Patient Name	Sex	Result Status	Date of Test
<input type="checkbox"/>	<u>Not, Assigned</u>			2014-02-18

2. A new window appears. Fill in the right-hand side fields. It is recommended the fields (a)-(j) be filled top-to-bottom then the z_indivica, ithream provider be removed (k), then the document Filed away (o).



INDIVICA

Julius Hibbert (a)
 1 Heroes Valley Toronto Ontario L0R 4K3
 Tel: 555-555-5555 Fax: 555-555-5555

Consultation Request
Please reply to JLA Medical Division by fax or by phone with appointment

Date: 2014-02-18	Patient: SIMPSON, HOMER
Status: Non-Urgent	Address: 742 Evergreen Ter. Springfield, ON
Service: Oncology	Phone: 909-555-6707
Consultant: Manhattan, John	Work Phone:
Phone: 555-555-4564	Birthdate: 1954-05-12 (y/m/d)
Fax: 555-999-8888	Health Card No.: (ON)
Address: 123 Third Ave Manhattan New York	Chart No.:

Reason for consultation:
chest pain

Pertinent Clinical Information:
obese, dm, alcoholic
non-smoker

Significant Concurrent Problems:
nuclear power plant worker

Current Medications:
ALTACE 10MG 1 bid for 3 months Qty:160 Repeats:3

Referring Practitioner : Hibbert, Julius (021345)
MRP : Doom, Victor Von (123456)

Created by: OSCAR The open-source EMR www.oscarcanada.org

Appt: 2014-03-10
2pm - 3pm

Please bring all medications in original bottle.
\$85.00 charge for cancellation without 48h

Patient: Not, Assigned

Document Uploaded: 2014-02-18 12:51:38

Content Type: pdf

Number of Pages: 1

(b)

Document Type: (c)

Document Description: (d)

Observation Date: (e)

Demographic: (f)
 (g)

Flag Provider: (h)

Creator: (i) (j)

Linked Providers

- z_indivica,ithream (k)

ithream z_indivica : Not Acknowledged

Next Appointment: (none)

(l)

(m) (n) (o) (p) (q) (r)

(s) (t)

- (a) **Image Preview.** Shows you the first page of the fax. Clicking this page will download the PDF for viewing. If there are multiple pages, this allows you to view all pages.
- (b) **Split, Rotate.** Use Split if a document is for multiple patients (see Section III). Use Rotate to fix a document's orientation.
- (c) **Document Type.** Select from a list of document types. These are used to filter documents when in a patient chart.
- (d) **Document Description.** Type in a description for the document. This is what displays on a patient's chart.
- (e) **Observation Date.** Chose and observation date for the document. It is recommended the calendar icon be clicked and a date chosen from the calendar.
- (f) **Demographic.** Type in the name of the patient in the form Lastname, Firstname. Results will appear as you type in the name.

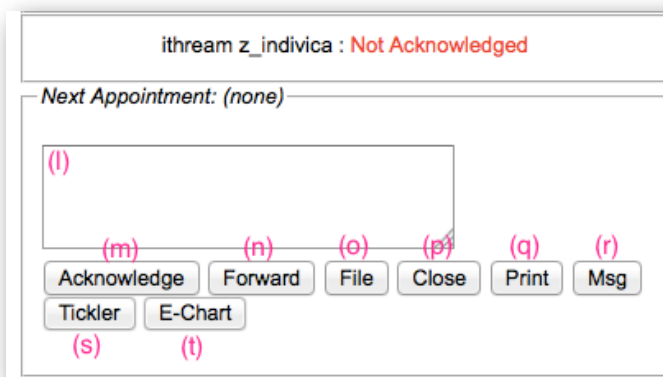


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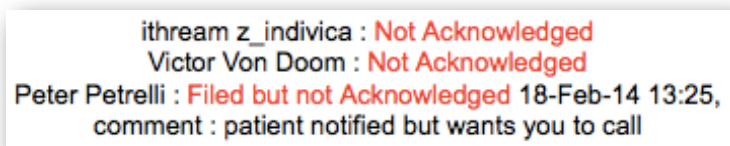
- (g) **Create New Demographic.** If a patient does not yet exist in the system, click this button to create a new demographic record. Note that you will still need to select the demographic in (f).
- (h) **Flag Provider.** Indicates which doctor(s) will receive a copy of the document in their Inbox. A demographic's MRP is automatically selected. You can add more by typing in a provider's name in the form Lastname, Firstname.
Note: You can click -remove- if you do not wish a doctor to be sent a copy.
- (i) **Creator.** Information on who uploaded the document. If the creator is Z_INDIVICA, ITHREAM, it was a fax (not uploaded by a user).
- (j) **Save.** Saves all changes including putting it in the demographic's chart and sending a copy to any flagged providers.
- (k) **Linked Providers.** Shows a list of providers who have a copy in their Inbox. Click (Remove) to remove it from that provider's inbox.
Warning: You must remove z_indivica, ithream when handling faxes or else the fax will remain in that inbox (making it difficult to handle any future incoming faxes).



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- (l) **Comment box.** You may type in a comment. It will appear the next time it is viewed in anyone's Inbox.



- (m) **Acknowledge.** Tags the user as having acknowledged the document. This indicates the user has taken all medical responsibilities necessary. This is primarily used by physicians.
- (n) **Forward.** Opens a new window to indicate other providers who should be sent a copy to their Inbox. This is redundant with Flag Provider (h).
- (o) **File.** Tags the user as having filed the document. This indicates the user has not taken medical responsibility. This is primarily used by non-physician staff.
- (p) **Close.** Closes the window without taking any further action.
- (q) **Print.** Downloads a PDF of the document. This is redundant with (a).
- (r) **Msg.** Opens a window to send an OSCAR Message. If a demographic has been saved on this document, he/she will automatically be selected.
- (s) **Tickler.** Opens a window to send a Tickler. If a demographic has been saved on this document, he/she will automatically be selected.
- (t) **E-Chart.** If a demographic has been saved on this document, opens his/her E-Chart.

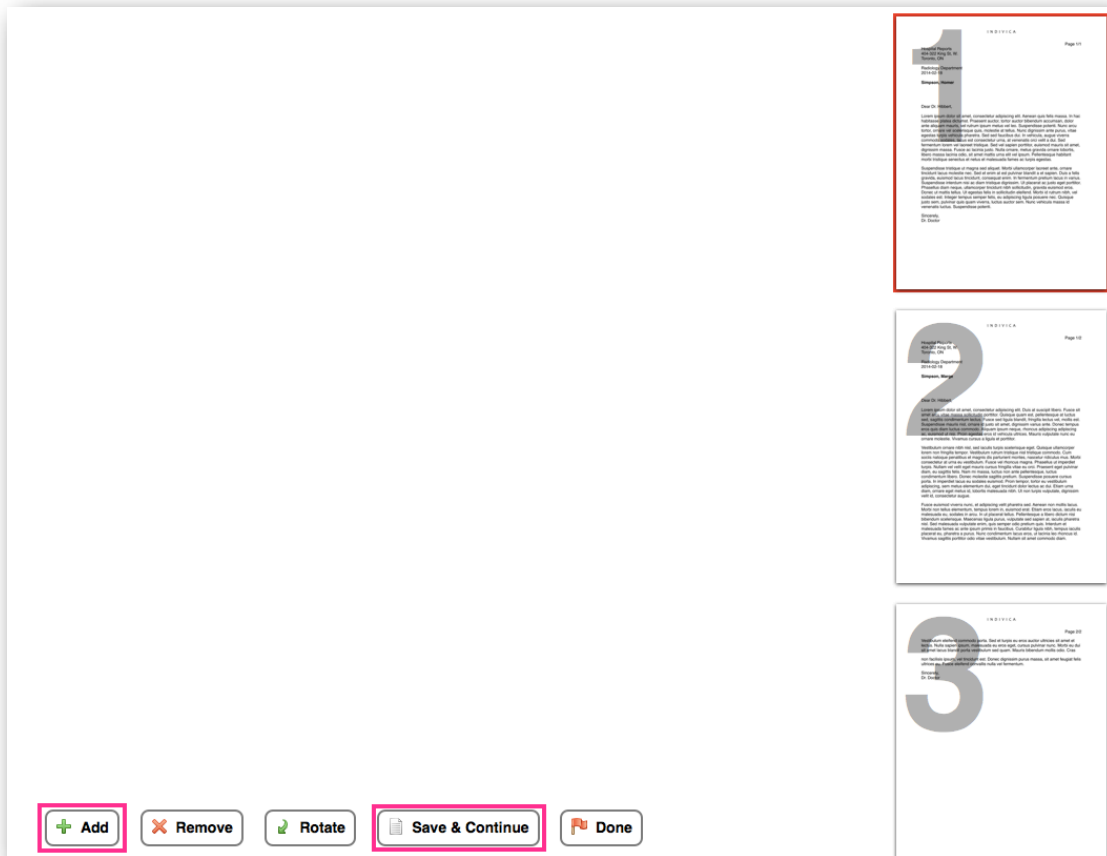


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III. Splitting Faxes

If a fax is meant for two or more patients, you will have to first Split it. This will create a new document in the Inbox that consists of a set of specified pages. Each new document then has to be assigned (see Section II).

1. After previewing the fax (see Section II) and recognizing that it is for multiple patients, click Split. A new window appears.
2. Click on the first page for the first patient then click Add. Repeat this for any other pages that may be for that patient.
Note: You can double-click any page at any time to zoom in. Press ESC on the keyboard to zoom out again.



3. Click Save & Continue.
Note: This generates a new item in the Inbox that has to be assigned.
4. Repeat steps 2-3 for each other patient.



INDIVICA

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Hospital Reports
404-322 King St. W.
Toronto, ON

Radiology Department
2014-02-18

Simpson, Marge

Dear Dr. Hibbert,

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis at suscipit libero. Fusce sit amet arcu vitae massa sollicitudin porttitor. Quisque quam est, pellentesque at luctus sed, sagittis condimentum lectus. Fusce sed ligula blandit, fringilla lectus vel, mollis est. Suspendisse mauris nisi, ornare id justo sit amet, dignissim varius ante. Donec tempus eros quis diam luctus commodo. Aliquam ipsum neque, rhoncus adipiscing adipiscing ac, euismod ut nisi. Proin egestas eros id vehicula ultrices. Mauris vulputate nunc eu ornare molestie. Vivamus cursus a ligula et porttitor.

Vestibulum ornare nibh nisi, sed iaculis turpis scelerisque eget. Quisque ullamcorper lorem non fringilla tempor. Vestibulum rutrum tristique nisi tristique commodo. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Morbi consectetur at urna eu vestibulum. Fusce vel rhoncus magna. Phasellus ut imperdiet turpis. Nullam vel velit eget mauris cursus fringilla vitae eu orci. Praesent eget pulvinar diam, eu sagittis felis. Nam mi massa, luctus non ante pellentesque, luctus condimentum libero. Donec molestie sagittis pretium. Suspendisse posuere cursus porta. In imperdiet lacus eu sodales euismod. Proin tempor, tortor eu vestibulum adipiscing, sem metus elementum dui, eget tincidunt dolor lectus ac dui. Etiam urna diam, ornare eget metus id, lobortis malesuada nibh. Ut non turpis vulputate, dignissim velit id, consectetur augue.

Fusce euismod viverra nunc, et adipiscing velit pharetra sed. Aenean non mollis lacus. Morbi non tellus elementum, tempus lorem in, euismod erat. Etiam eros lacus, iaculis eu malesuada eu, sodales in arcu. In ut placerat tellus. Pellentesque a libero dictum nisi bibendum scelerisque. Maecenas ligula purus, vulputate sed sapien at, iaculis pharetra nisi. Sed malesuada vulputate enim, quis semper odio pretium quis. Interdum et malesuada fames ac ante ipsum primis in faucibus. Curabitur ligula nibh, tempus iaculis placerat eu, pharetra a purus. Nunc condimentum lacus eros, ut lacinia leo rhoncus id. Vivamus sagittis porttitor odio vitae vestibulum. Nullam sit amet commodo diam.

Rotates this page 90 degrees.




Re-orders the pages by moving this page one page to the left or right.

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Vestibulum eleifend commodo porta. Sed et turpis eu eros auctor lectus. Nulla sapien ipsum, malesuada eu eros eget, cursus pulsit amet lacus blandit porta vestibulum sed quam. Mauris biberon facilisis ipsum, vel tincidunt est. Donec dignissim purus mauris ultrices eu. Fusce eleifend convallis nulla vel fermentum.

Sincerely,
Dr. Doctor



If a page is added by mistake,
click it then click Remove to return
it back to the side menu.



5. Click Done when you are finished. The window will close. You should be back on the document preview of the original multipatient document.
6. Remove the z_indivica, ithream provider then click File.
7. Refresh the Inbox (Ctrl+R or ⌘+R). You will see new items in the inbox, one for each time you click Save & Continue in step 3.
8. Assign each item as normal (see Section II).



INDIVICA

IV. Junk Faxes

1. After previewing a fax (see Section II), recognize it as a junk fax.
2. Remove the z_indivica, ithream account (this removes it from your other fax inboxes).
3. Click File.

To: _____ 2-18-14 11:17am

EASY MONEY

For Any PURPOSE!!!

Mortgages up to 85%

Consolidate your bills into one small payment!

Be Debt FREE in 2014

NO Income Verification Programs

BORROW	PAYMENT	
\$25,000	\$208.33	✓ Power of sale stopped
\$50,000	\$416.67	✓ Bad Credit
\$75,000	\$625.00	✓ Self Employed
\$100,000	\$833.00	✓ Tax Arrears
		✓ Mortgages - \$10,000 - \$1,000,000

*Based on 2nd Mortgages OAC. Rates subject to change. We Negotiate with creditors to settle your Debt for as little as 50% of what you owe.

Patient: Not Assigned
Document Uploaded: 2014-02-18 14:47:00
Content Type: pdf
Number of Pages: 1

Split Rotate 180° Rotate 90°

Document Type: Select Type
Document Description:
Observation Date: 2014/02/18
Demographic: Create New Demographic
Flag Provider:
Creator: Z_INDIVICA, ITHREAM Save

Linked Providers
• z_indivica,ithream (Remove)

ithream z_indivica : Not Acknowledged

Next Appointment: (none)

Acknowledge Forward **File** Close Print Msg
Tickler E-Chart

4. You will be warned that the document is not assigned to a patient. Click OK.

