

OpenText RightFax



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SIGNING INTO THE FAX APPLIANCE

Users must be logged into the fax appliance in order to successfully send a fax. During your initial setup, you will be logged in as the administrator. You can leave this as your default or change it to a specific user (either will allow you to send a fax).

- 1. Click the arrow in your taskbar to show hidden icons
- 2. Right-click on the Print-to-Fax icon and select "Options"

Options		
Launch fax client	ی چ	
Exit		
	Customize	
	× 🕼 🏱	4:21 PM 💻 4/3/2013

3. Enter your Username and Password

NOTE: This is the same user name and password you utilize to access Practice Manager and Clinical. (The network address should have been entered at the time of installation. It is either the IP address of the fax appliance or the name of the fax appliance on the network.)

Print-to-Fax Options	×
To print to the fax appliance, you must sign in. Enter your credentials below.	
Network Address of the fax appliance	
XXX.XXX.XX	
User Name	
Password	
OK Cancel	

4. Click "OK"

SENDING A FAX (USING CLINICAL)

Single page or multiple page documents can be faxed from within ChartMaker® Clinical through the Organizer in a patient's chart.

ORG

- 1. Open the patient's chart and access the **Organizer** (
- 2. Select the chart document(s) that you would like to fax.

TIP: If you would like to fax multiple documents at once, press and hold the "ctrl" key on your keyboard and then select each document.

3. Go to **Chart** > **Fax**...

Chart Edit Tools View Insert	To-Do (0) Note Status: Original Help							
New ChartMaker Clinical	VOICE ORG XFER SIGN ANNOT	Name: Patient	2, Test, III Case: None Sp	ecified				Fil
Save Ctrl+5	an opportunit	Oper	Print	Print All	Print List	Delete	Prev	iew
Dave As Curra	Diamagia List			I_				
Reverc			1		1	1	I	
Close	ITIS U3-U6-12	Date	Heading	Folder	Signing Provider	Format	No Preview	Formal Hea
Print Setun	ing Dispessio	04-02-2013	Progress Note	Unfiled		Note		
Prink Decuping	ung Diagnosis	04-02-2013	Progress Note	Unfiled	SYSADMIN	Note		
Print Preview	cation List -	02-28-2013	Progress Note	Unfiled	SYSADMIN	Note		
		02-28-2013	Progress Note	Unfiled	SYSADMIN	Note		
Fax	cations	02-28-2013	Progress Note	Unfiled	SYSADMIN	Note		
Brint Brocevintions	usung weas	02-28-2013	Progress Note	Unfiled	SYSADMIN	Note		
Print Prescriptions		02-07-2013	Auto-generated drug log	Unfiled	SYSADMIN	Note		
Restrict Users	prgy List	02-07-2013	Testing new referral	Unfiled		Note		
	I History List	02-05-2013	Auto-generated drug log	Unfiled	SYSADMIN	Note		L
Prescription Benefit	Il History List	12-20-2012	Progress Note	Unfiled	SYSADMIN	Note		L
Medication History	History List	11-06-2012	Test Fax	Unfiled		Note		
	Recalls	06-21-2012	Progress Note	Unfiled		Note		
Export Patient Data	tAnnotation	03-06-2012	Progress Note Dictated MU	Unfiled	Michael	Note		
PHP Management	Procedure	03-06-2012	Progress Note	Unfiled		Note		
Prink Managemenic	Procedure	03-06-2012	Progress Note	Unfiled		Note		L
View Audit Trail	Procedure							
	eferrals							
Exit ChartMaker Clinical								
	-							

4. (Optional) Enter any applicable cover sheet notes

Cover sheet Type cover sheet notes here				
Documents to be faxed				
Selected Document				Visit Date
Medical Inform Release				3/28/2013 9:39 AM
Consults-Ortho				5/22/2012 3:19 PM
Operative Report				2/10/2012 3:19 PM
S Browse				
	1	Selected recipients		
smith		Name	Eav Number	Phone Number
Name Fax Number Phone Number		SMITH, ALAN	444-444-4444	333-333-3333
SMITH BLACKWELL, O				
SMITH MD, STEPHEN 716-673-1474				
SMITH, ALAN 444-444-4444 333-333-3333				
	>			
Matching Results: 3				
Search Column Search Type				
Name 💌 Starts With				
Patient referring physicians Beferring physicians Additional recipients				
rouning prysiding (rouning prysiding)			Se	nd Close

5. Select the type of recipient you are searching for by selecting the corresponding tab

Matching Results: 3		
Search Column Search Type		
Patient referring physicians Referring physicians Additional recipients	Send	Close

Tab	Allows you to select
Patient referring physicians	Any referring providers that are linked to the patient's account
Referring physicians	Any referring provider setup in the Referrals table (Administration > Practice Tables) in Practice Manager
Additional recipients	A provider not in the Referrals table by allowing you to manually enter a recipient

6. Search for the fax recipient

mith			— I	Jelected Tecipier	its .	
				Name	Fax Number	Phone Numb
Name	Fax Number	Phone Number				
SMITH BLACKWELL,	, 0					
SMITH MD, STEPHE	N	716-673-1474				
SMITH, ALAN	444-444-4444	333-333-3333				
			>			
			<pre><</pre>			
fatching Besults: 3						
Search	Column Sea	rch Type				
Name	▼ Sta	rts With				

NOTE: You can search by Name, Fax Number or Phone Number by selecting the applicable option from the Search Column dropdown.

7. Highlight the applicable **recipient(s)** on the left and click the **arrow** ()) to move the recipient(s) to the "Selected recipients" section on the right

Browse						
1				Selected recipier	nts	
smith				Name	Fax Number	Phone Number
Name	Fax Number	Phone Number				
SMITH BLACKWELL,	., O					
MITH MD, STEPHE	EN	716-673-1474				
SMITH, ALAN	444-444-4444	333-333-3333				
			>			
			۲			
latching Results: 3						
Search	Column Sev	arch Type				
Name	▼ Sta	arts With				
,		A station of a sector to a state of a				
itient referring physici	ans Referring physicians	Additional recipients			ç,	and Close

8. Click "Send"

NOTE: The following message will appear when the documents were successfully prepared and transmitted to the OpenText Fax Appliance. This only indicates that the documents were transmitted to the fax appliance. **This does not indicate successful transmission of the fax to the fax recipient(s).**



9. Click "OK"

SENDING A FAX (USING THE FAX PRINTER DRIVER)

Single page or multiple page documents can also be faxed outside of ChartMaker® Clinical, using the Print feature in a third-party program.

1. From the File menu of your program (Word, Excel, Internet Explorer, etc), select "Print..."

W.N	1icrosoft Word Viewer 97 - TmpChargeSlip01.do	с			
87	File Edit View Window Help				
-	Open Open for Editing Close Summary Info	Ctrl+O Ctrl+E Ctrl+W	2		• 1 • •
	Print	Ctrl+P	L		
1	1 TmpChargeSlip01.doc		ŀ	441.4	AAA
	2 \\Stiappserver\\Stisuperbill.doc		E	789.0	Abdominal P
	3 \\\PAE%20Phone%20List%20as%20of%20			682.9	Abscess
	4 E:\PM - 4.3 Release Notes.doc			442.3	Aneurysm-F
				442.2	Aneurysm-ili
	Exit			442.3	Aneurysm-lo
171				442.3	Aneurysm-p
				441.2	Aneurysm-th
				540.9	Appendicitis
		Í		716.90	Arthritis
		Í		611.72	Breast Mass
1.1				170.0	D

2. Select "Fax Printer" from the dropdown and click "OK"

Print	×
Printer	
<u>N</u> ame:	MD Office Brother MFC 8440
Status: Type: Where: Comment:	Wws2\Brother 6 Wws2\Brother MFC-8460N Printer Brother MFC-8440U SB Brother MFC-8440 USB Brother MFC-8460DN USB
Page range	MD Office Brother MFC 8440 Number or copies:
C Current p C Pages: Enter page nu	age C Selection mbers and/or page ranges 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Print what:	Document Print: All pages in range
Options	OK Cancel

3. Type the recipient's name and fax number and click "Add to List".

Add a Recipient		
Name	Recipient List	
Doctor XYZ's Office	Recipient	Fax Number
Company Fax Number 1-800-555-5555 Also add to Contact: Also Add to List (_) Add from Contacts	Add a recipient to the controls to the	this list by entering a name and fax number using left or by selecting a recipient from your contacts.
Cancel		Back Next Send

TIP: You can check "Also add to Contacts" to keep a personal address book. These contacts will not be shared with others. (Note: If you are logged in as an administrator, the contacts added here will stay with that admininistrative user)

4. Click "**Send**" OR if you have more documents to add to this fax or want to modify some of the features, you can click "**Next**"

If you selected "Next", you will have the option to attach a document by clicking "**Add file...**" and then browsing to select the file. If you would like to send the fax at this point, click "**Send**". If you would like to configure a cover sheet, click "**Next**".

Print-to-Fax		×
Fax Contents		
Click to add a file to the fax.		
Add file		
Microsoft Word Viewer 97 - TmpChargeSlip01.TIF	0	Move Up
		Move Down
Cancel	Back Next	Send

If you selected "Next", you will have the option to configure a cover sheet. The administrator has the option to create multiple cover sheets. Choose the one you want by clicking the dropdown under "**Select a cover sheet**". Type your notes for the recipient in the "Enter cover sheet notes" box. If you would like to send the fax at this point, click "**Send**". If you would like to configure your contact information, click "**Next**".

Print-to-Fax					×
Cover Sheet		Preview		C	e,
Select a cover sheet Standard		Fax			
Enter cover sheet notes		Te: Description Beginnen Rec: 140-000	Front and Despace		
		7444 7444	Hone Strak Sela		
	*				
1	2000 characters remaining				
Cancel		Back	Next	Send	

If you selected "Next", you will have the option to configure YOUR contact information (Name, Company, Phone, etc.), which will be displayed on the cover page, as well as the delivery time of the fax. If you would like to schedule the fax to be sent at a later time, check the box for "**Delay sending until:**" and either type in the time or click the clock for a dropdown list of times. Click "**Send**".

Print-to-Fax	×
Sender Information	Billing Codes
From Name	Billing Code 1
admin	
From Company	Billing Code 2
From Voice Number	,
	Delay sending until:
From Fax Number	9
From Email Address	
Cancel	Back Next Send

SENDING A FAX (USING THE FAX SERVER CLIENT)

Single page or multiple page documents can also be faxed directly from the fax server client.

- 1. Click the arrow in your **taskbar** to show hidden icons
- 2. Right-click on the Print-to-Fax icon and select "Launch fax client"

Options		
Launch fax client	o 🖶	
Exit		
	Customize	
	* 🕼 🏱	4:21 PM 4/3/2013 💻

3. Enter your Username and Password

NOTE: This is the same user name and password you utilize to access Practice Manager and Clinical. (The network address should have been entered at the time of installation. It is either the IP address of the fax appliance or the name of the fax appliance on the network.)

Print-to-Fax Options	×
To print to the fax appliance, you must sign in. Enter your credentials below.	
Network Address of the fax appliance	
XXX.XXX.XX	
User Name	
Password	
OK Cancel	

4. Click "OK"

5. Click "New Fax"



6. From the Send Fax dialog, enter the recipient's Name and Fax Number

NOTES: You can add additional recipients by clicking the "**More Recipients**" button. Contacts from the administrator profile will not be available if you are signed in as a different user.

OPTIONAL:

To select a cover sheet, select the applicable version from the "**Select cover sheet**" dropdown and enter any applicable notes to the recipient in the "**Notes**" box. and add your notes if necessary. To modify your contact information (name, phone number, etc.) or time of delivery, click "**Options...**".

7. Click "Add Attachment..." to browse and select the document you would like to fax

TIP: You can change the order of multiple attachments with the "Move Up" and "Move Down" options.

(copierie	Cover Sheet	
Name	Fax Se	lect cover sheet IPAA Cover Letter 🔹
Company	10. // //// // // // // // // // // // //	tes
Fax Number	State 1997 SCAL2012 CAL2012 STEPENDER IN CONTRACT AND INCOMENDED AND AND AND AND AND AND AND AND INCOMENDED AND AND AND AND AND AND AND AND AND AN	-
Phone Number	promote data basis, pang sa sing sa mandada bi sa dapa sa pang da sa sa sa data sa pinta sa bananan da lagono. Pang sa da sa da sa (31) etti sa da sa (31) etti bada basi	
More Recipients Click to add more recipients or add		Ţ
ecipients from your contacts.		
ecipients from your contacts.	Click image to enlarge.	2000 characters remainin
Attachments	Click image to enlarge.	2000 characters remainin
Attachments	Click image to enlarge.	2000 characters remainin Options
Attachments	Click image to enlarge. Add Attachment Move Up	2000 characters remainin Options Send
Attachments	Click image to enlarge. Add Attachment Move Up Move Down	2000 characters remainin Options Send Cancel

8. Click "Send"

MANAGING RECEIVED FAXES

The OpenText Fax Appliance may also be utilized to receive incoming faxes. The destination path/folder for incoming faxes is generally the scans folder on the server but may differ based on individual client need and/or preference.

- 1. In Clinical, go to Chart > Scan Documents
 - 🚏 ChartMaker Clinical 🖲 user: SYSADMIN -Chart Edit Tools View Sort To-Do(0) Re New ChartMaker Clinical DICE OR • Search Print Setup... Print... Ctrl+P Print Appointments... Merge Instrumentation Import Export Scan Documents... Health Portal Requests... Exit ChartMaker Clinical
- 2. Select the applicable Scans directory (i.e. Local Files or Unassigned Files)

Scan Management	
Scaps Doce	
	1
Unassigned Files	
Fax-FaxReceived-2013-04-02-06;02;03.6170_0.jpg Fax-FaxReceived-2013-04-02-06;02;03.6170_1.jpg Fax-FaxReceived-2013-04-02-06;13;26.5370_0.jpg Fax-FaxReceived-2013-04-02-06;13;26.5370_1.jpg Fax-FaxReceived-2013-04-02-06;13;26.5370_1.jpg Fax-FaxReceived-2013-04-02-06;16;56.3970_1.jpg Fax-FaxReceived-2013-04-02-06;34;05.5230_0.jpg Fax-FaxReceived-2013-04-02-06;34;05.5230_0.jpg Fax-FaxReceived-2013-04-02-06;34;05.5230_1.jpg Fax-FaxReceived-2013-04-02-06;34;05.5230_3.jpg Fax-FaxReceived-2013-04-02-06;34;05.5230_3.jpg Fax-FaxReceived-2013-04-02-06;34;05.5230_5.jpg Fax-FaxReceived-2013-04-02-06;34;05.5230_5.jpg Fax-FaxReceived-2013-04-02-06;34;05.5230_5.jpg Fax-FaxReceived-2013-04-02-06;34;05.5230_5.jpg Fax-FaxReceived-2013-04-02-06;41;03.3030_0.jpg Fax-FaxReceived-2013-04-02-06;41;03.3030_1.jpg Fax-FaxReceived-2013-04-02-06;41;03.3030_1.jpg Fax-FaxReceived-2013-04-02-06;41;03.3030_3_jpg Fax-FaxReceived-2013-04-02-06;41;03.3030_3_jpg Fax-FaxReceived-2013-04-02-06;41;03.3030_3_jpg Fax-FaxReceived-2013-04-02-06;41;03.3030_3_jpg	
Filter:	
	_
I	
Name Account/Chart DOB	

3. Complete the remaining steps to select the patient, heading, date and folder for the scan/fax and click "Save"

LOGGING INTO THE WEB INTERFACE

The fax appliance web interface can be accessed in one of two ways. Either method will require the user to enter their fax appliance username and password.

Via the Fax Client:

- 1. Click the arrow in your **taskbar** to show hidden icons
- 2. Right-click on the Print-to-Fax icon and select "Launch fax client"

Options		
Launch fax client	o 🖶	
Exit		
	Customize	
	× 👍 🏱 🖫	4:21 PM 4/3/2013 💻

3. Enter your Username and Password

NOTE: This is the same user name and password you utilize to access Practice Manager and Clinical. (The network address should have been entered at the time of installation. It is either the IP address of the fax appliance or the name of the fax appliance on the network.)

Print-to-Fax Options	×
To print to the fax appliance, you must sign in. Enter your credentials below.	
Network Address of the fax appliance	
XXX.XXX.XX	
User Name	
Password	
OK Cancel	

4. Click "OK"

Via the Internet:

- 1. Open a web browser and type <u>http://otfa/</u> or <u>http://rightfaxserver/rightfaxexpress</u> in the address bar
- 2. Select "User"

OPENTEXT RightFax Express
Sign in as
User User
Administrator
Download
Print-to-Fax installer

3. Enter your Username and Password

NOTE: This is the same user name and password you utilize to access Practice Manager and Clinical. (The network address should have been entered at the time of installation. It is either the IP address of the fax appliance or the name of the fax appliance on the network.)

CRightFax Express - Windows Internet Explorer	
Solution and the server/RightFaxExpress/Home/UserClient	ሰ 🖈 🏵
To sign in, enter your credentials below. Username Password Sign In	
Select Language English (United States)	
RightFax Express 2.4	

4. Click "Sign In"

FAX APPLIANCE FOLDERS

The fax appliance web interface provides various folder options (Inbox, Outbox, Sent, Trash) for viewing your fax transmissions. Please note, **folder content is user specific** and is based on which user is signed into the fax appliance.

The typical, default, fax transmission setting will attempt to send each fax up to 4 times with 5 minutes in between each attempt.



Folder	Allows you to
Inbox	View incoming faxes
Outbox	View faxes which are in the process of being transmitted by the fax appliance. Once the fax transmission is complete, the fax will disappear from the Outbox and can be viewed in the Sent folder. Faxes which fail will remain in the Outbox with a Condition of "Failure".
Sent	View faxes which have been sent successfully
Trash	View faxes which were manually deleted
Global Inbox*	View all incoming faxes
Global Outbox*	View all outgoing faxes

* Only available if set by the administrator

VIEWING & MANAGING FAILED FAXES

Failed faxes will reside in the Outbox of the fax appliance. The Condition column will display a status of "Failure" for failed faxes. Failed faxes can be retried by highlighting the failed fax and selecting the "Retry" icon.



The "Retry" icon provides two options: Retry or Retry with new fax number. Retry with new fax number allows you to attempt sending the fax with an alternate fax number.

Retry With New Fax Number	15
To try sending this fax to a different fa If this fax includes a cover sheet, it wil number. No other changes can be mad	x number, enter the new number. I be updated with the new fax Ie.
Fax Number	
	Cancel Send

The "Resend" icon (available in the Sent Folder) allows you to resend a fax that was previously sent.

🖉 RightFax Express	- Windows Internet Explorer		_ 🗆 🗡
🔆 🕤 🗢 🧭 htt	://rightfaxserver/RightFaxExpress/Home/UserClient	🥖 RightFax Express	× 🗌 n 🖈 🏵
		Contacts	Preferences Sign Out
New Fax Open	Print V Save Delete Empty Folder Forward V Resend Refresh		admin 2014886441
Folders	Recipient Name Recipient Company Recipient Fax Number Pages Sent -	Billing Code 1	Billing Code 2

Updated 5/1/2015

OpenText RightFax

MODIFYING USER PREFERENCES

1. Click "**Preferences**" in the top right corner of the screen

🔊 🗢 🧭 http://rightf.	axserver/RightFaxExpress/Home/User	Client	P ▼ ★ × 8 Google	🧟 RightFax Express 🗙	û ☆
New Fax Open Print	Save Delete Empty Folder	r Forwa	ard Coute Refresh	Contacts Prefe	rences Sign Ou
Folders 🖻	Received From	Pages	Received *		
🍃 Inbox		7	5/1/2015 8:21:27 AM		
Outbox	Medical Records	2	5/1/2015 3:32:28 AM		
Sent Sent	Fax	2	5/1/2015 3:28:35 AM		
Trash	11	1	5/1/2015 3:27:20 AM		
Undelivered	CareCore National	3	4/30/2015 10:22:50 PM		
Global Inbox	5519960577	2	4/30/2015 4:58:46 PM		
Global Outbox	201 4570571	2	4/30/2015 3:11:41 PM		
		3	4/30/2015 3:03:15 PM		
		3	4/30/2015 3:01:11 PM		
	Medical Records	2	4/30/2015 1:42:05 PM		
		1	4/30/2015 11:52:42 AM		
	812018337091	1	4/30/2015 10:40:32 AM		
		1	4/30/2015 10:26:35 AM		
		1	4/30/2015 10:21:00 AM		
		1	4/30/2015 9:11:59 AM		
		1	4/30/2015 9:10:51 AM		
	Medical Records	4	4/30/2015 5:33:52 AM		
	Fax	2	4/30/2015 3:29:30 AM		
	12	1	4/30/2015 3:27:37 AM		
	Holy Name Medical Ce	1	4/29/2015 11:34:34 PM		
		1	4/29/2015 6:12:38 PM		
	5519960577	1	4/29/2015 3:36:53 PM		
				ld d Dage	1 of 3 b

- 2. Select the type of information you want to modify (User Information, Fax Cover Sheet Defaults, Notification Options, or Received Fax Options)
- 3. Modify the applicable information

Sel Information	Notification Options	Received Fax Options
Jsername: admin	Select where, when, and how you want to receive notifications	Deliver my received faxes to this email
Change Password	Sand amail patifications to:	601633.
Fax Number: 2014886441	None specified.	
Email address:	Email format:	Email format:
	HTML	HIML
System messages and notifications will be sent to this address	Send print notifications to this printer:	Print my received faxes to this printer:
Current Time Zone:		Come a serie of any apprint former to this
(UTC-05:00) Eastern Time (US & Canada)	Send notifications about received faxes.	folder:
Preferred language:		\\stiappserver\Clinical\Scans\admin
English (United States)	On success, failure, or retry	Forward my received faxes to this fax number:
ax Cover Sheet Defaults	Attach a copy of the fax to email	
Enter the information you want to appear on	notifications.	
our fax cover sheets.	Attachment file format:	Use Nationals Authorities
Name	PDF *	Use Network Authentication
admin		password to sign in. Each time you sign in, your
Company		password and email address will be updated automatically from the network, and you can no
Fax Number	\square	longer change them here. This change cannot be undone.
Phone Number		Switch to Network Authentication
Email Address		
Email Address		

4. Click the "X" in the upper right after making changes

OVERVIEW

When logging into the fax appliance web interface in order to modify system defaults and configurations, make sure you select "Administrator" and log in with administrator credentials.

OPENTEXT RightFax Express
Sign in as
User User
्रि _{दि} Administrator
Download
Print-to-Fax installer

After logging in, you will have the ability to manage the faxing software using the following tabs: Users, Devices, Cover Sheets, Dialing Rules, Reports, and System.

OPEN Rig	vTexT [™] thtFax	(Expre	ess			Signed in as admin Sign Out)
Admir	nistration	I: Version 2.4	4.1388.0				
Users	Devices C	Cover Sheets	Dialing Rules	Reports	System		

NOTE: Do <u>not</u> use the Devices tab. The Dialing Rules tab is not applicable. Cover sheets need to be edited in HTML. If you do not have knowledge of HTML, please contact Clinical Support for assistance.

CREATING A NEW USER

- 1. From the User tab, click "New"
- 2. Add the appropriate information into the fields

NOTE: You can provide the user access to the "shared contacts", have the user see all global faxes (by default, you will only see the faxes *you* send and receive) and/or allow another user to be an administrator.

3. Click "Save"

MANAGING USERS

- 1. From the Users tab, highlight the **user**
- 2. Click "**Edit**" to modify the user's information (including password) or "**Delete**" to remove them from the system

ſ	Users	Devices Cover Sh	neets Dialing Rules	Reports Sy	ystem			
	C	Edit Delete						
	Name		Login Name	L	Login Provider	Fax Number	Email Address	
	admin		admin	E	Basic	2014886441		

3. If editing, click "Save" to close the dialog

REPORTS

You can see activity reports through the Reports tab by selecting the Start and End Dates and then clicking "Generate".

ner da Express mindo								
🕥 🗢 🧭 http://rightfa	x server /SIClientHost/Admir	n,aspx	+ •	🔀 <i>[</i> RightFa>	Express	×		ት 🖈
OpenText							Signed ir	n as admin Sign O
RightFax B	Express							
dministration :	Version 2.4.1388.0							
Jsers Devices Cove	er Sheets 🏾 Dialing Rule	es Reports	System					
eport	Start Date		End Date		Contains			
-ax Activity 🔹	3/30/2015	15	4/29/2015	15			Generate	
Recipient Name Reci	inient Fax Number D	ecipient Compa	my # of Dagos	Sender Name	Sender Fax Numb	er Billing Co	ode 1 Billing Cod	de 2 Queued Tin
	piene rax Number R	contraction and the	my # of Fages					
	piene i ax indiriber i k		iny # of Pages					
			# of Pages					
			my # 01 Pages					
			# OF Pages					
			* OF Pages					
	prent i sx number K		* Of Pages					
	prent i sx number K		nny + of rayes					
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CLINICAL AUDIT TRAIL

The Audit Trail in ChartMaker® Clinical will display faxes that were processed and sent to the OpenText Fax Appliance. This does not verify that the fax was successfully transmitted to the fax recipient(s). To verify the transmission, reference the fax appliance web interface.

Sample Audit Trail:

il - Account -	#307					
L Crown	L Audi Data	0	A LEV TAR DE LA CARTE	OHV-I	No. Value	
Chart	4/2/2013 4:23:52 PM	sysadmin	Audit Trail Description	UIO Value	New Value	
Note	4/2/2013 4:17:03 PM	sysadmin	To:ALAN SMITH Fax:444-444-4444 Doc:Operative Report Date:2/10/2012 3:19:50 PM			
Note	4/2/2013 4:17:03 PM	sysadmin	To:ALAN SMITH Fax: 444-444-4444 Doc: Consults-Ortho Date: 5/22/2012 3:19:50 PM			
Note	4/2/2013 4:17:03 PM	sysadmin	To:ALAN SMITH Fax:444-4444 Doc:Medical Inform Release Date:3/28/2013 9:39:16 AM			
Chart	4/2/2013 3:37:20 PM	sysadmin				
	Group Chart Note Note Note Note Chart	Account #307 Group Audit Date Chart 4/2/2013 4:23:52 PM Note 4/2/2013 4:17:03 PM Note 4/2/2013 4:17:03 PM Note 4/2/2013 4:17:03 PM Chart 4/2/2013 4:17:03 PM Chart 4/2/2013 3:37:20 PM	Account #307 Group Audit Date Operator Chart 4/2/2013 4:23:52 PM sysadmin Note 4/2/2013 4:17:03 PM sysadmin Chart 4/2/2013 3:37:20 PM sysadmin	Account #307 Group Audit Date V Operator Audit Trail Description Chart 4/2/2013 4:23:52 PM sysadmin TO:ALAN SMITH Fax:444-4444-4444 Doc:Operative Report Date:2/10/2012 3:19:50 PM Note 4/2/2013 4:17:03 PM sysadmin To:ALAN SMITH Fax:444-4444 Doc: Operative Report Date:2/10/2012 3:19:50 PM Note 4/2/2013 4:17:03 PM sysadmin To:ALAN SMITH Fax:444-4444 Doc: Operative Report Date:5/22/2012 3:19:50 PM Note 4/2/2013 4:17:03 PM sysadmin To:ALAN SMITH Fax:444-4444 Doc: Medical Inform Release Date:3/28/2013 9:39:16 AM Ote 4/2/2013 3:37:20 PM sysadmin To:ALAN SMITH Fax:444-444-4444 Doc: Medical Inform Release Date:3/28/2013 9:39:16 AM Chart 4/2/2013 3:37:20 PM sysadmin	Account #307 Forup Audit Date Operator Audit Trail Description Old Value Group Audit Date V Operator Audit Trail Description Old Value Chart 4/2/2013 4:23:52 PM sysadmin To:ALAN SMITH Fax:444-4444 400c:Operative Report Date:2/10/2012 3:19:50 PM Old Value Note 4/2/2013 4:17:03 PM sysadmin To:ALAN SMITH Fax:444-4444 40c: Consults-Ortho Date:5/22/2012 3:19:50 PM Old Value Note 4/2/2013 4:17:03 PM sysadmin To:ALAN SMITH Fax:444-4444 40c: Medical Inform Release Date:3/28/2013 9:39:16 AM Note 4/2/2013 3:37:20 PM sysadmin To:ALAN SMITH Fax:444-4444 40c: Medical Inform Release Date:3/28/2013 9:39:16 AM Chart 4/2/2013 3:37:20 PM sysadmin To:ALAN SMITH Fax:444-4444 40c: Medical Inform Release Date:3/28/2013 9:39:16 AM	Account #307 Forup Audit Date Operator Audit Trail Description Old Value New Value Group Audit Date Operator Audit Trail Description Old Value New Value Chart 4/2/2013 4:23:52 PM sysadmin To:ALAN SMITH Fax:444-4444 40c::Operative Report Date:2/10/2012 3:19:50 PM Image: Colspan="5">Old Value New Value Note 4/2/2013 4:17:03 PM sysadmin To:ALAN SMITH Fax:444-4444 40c::Operative Report Date:2/10/2012 3:19:50 PM Image: Colspan="5">Old Value Note 4/2/2013 4:17:03 PM sysadmin To:ALAN SMITH Fax:444-4444 40c::Medical Inform Release Date:3/28/2013 9:39:16 AM Image: Colspan="5">Old Value Note 4/2/2013 4:17:03 PM sysadmin To:ALAN SMITH Fax:444-444-4444 Doc::Medical Inform Release Date:3/28/2013 9:39:16 AM Image: Colspan="5">Old Value Chart 4/2/2013 3:37:20 PM sysadmin To:ALAN SMITH Fax:444-4444 4444 Doc::Medical Inform Release Date:3/28/2013 9:39:16 AM Image: Colspan="5">Old Value

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Trainer:	Phone:
STI ChartMaker Medical Suite Support:	1-800-487-9135
NOTES:	

Document Change Log

Date	Version	Changes
5/1/15	5.6	Initial Release