How to Fax orders to a facility using CareConnect

1. Get the FAX number and the name of the person receiving the order (recipient).
2. In Care Connect, create an Orders Only encounter for the patient and create your order, sign it, close the encounter. Alternately you can create a Notes Only encounter, and create a note that you title PHYSICIAN ORDERS with the desired nursing/care orders listed (e.g., hold coumadin, turn the patient Q3H, wound care), end the note with ‘SIGNED @MECREDA @TD@ @NOW@’, then close the encounter.
3. Open the patient’s chart. Select (highlight) the recently closed encounter (under Encounters tab in Chart Review)
4. Click on ‘Route’, a menu item on the same row as ‘Filters’ and ‘Preview’
5. A window will pop up. Here, pick ‘8. Other’ as Recipient.
6. A second window will pop up asking for details of the recipient. Fill in the name of the recipient (a hard stop) and the FAX number. Accept, and the second window will close.
7. In the first pop up window (which is still open), add a cover page message – Important if you want the orders to be STAT for instance. Send, and the window will close.
8. The orders will arrive on the other end within a couple of minutes.