

# Faxing from eRAD

Last Modified on 04/04/2025 6:02 pm EDT



Contact Center  
eRAD RIS  
Faxing from eRAD

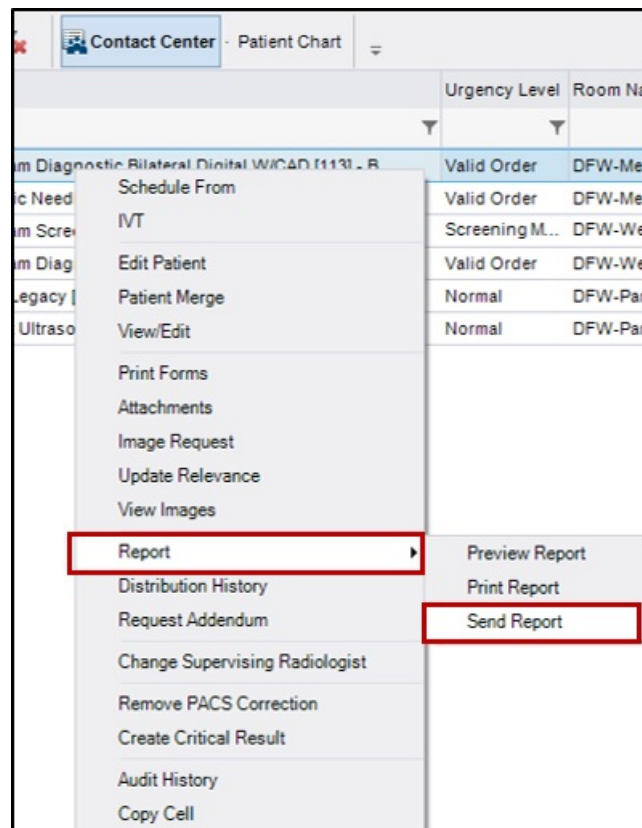
When needed, the ability to fax a report to a physician's office is done from the main patient file.  
NOTE: Contact Center can ONLY send the following reports; screening mammogram, diagnostic mammogram, breast ultrasound and bone density. For all other exams, create an Image Request for the reports to be faxed by the Center.

1. Select exam(s) with report to fax (will turn blue)

Note: Use CTRL to select multiple accessions. Status must be "Signed". Do not include any reports tied to a procedure (MRI, biopsy, needle localization, etc.)

Flags	Nuggets	Procedures	Urgency Level	Room Name	Scheduled Date	Status	Referring	MRN	Accession #	Order #
		3D Mammogram Diagnostic Bilateral Digital W/CAD [113] - B	Valid Order	DFW-Med City Diag 1	09-11-2017 7:45 AM	Signed	Culpepper, Kelli	PARO...	5660568	5660568
		Mammographic Needle Localization [13] - L	Valid Order	DFW-Med City US 1	05-25-2017 2:00 PM	Cancelled	Test, Primary	PARO...	5485981	5485981
		3D Mammogram Screening Digital W/CAD [116] - B	Screening M...	DFW-Wes Screenin...	04-24-2017 12:30 PM	Signed	Test, Referring	PARO...	5436131	5436131

2. Right click on selected exam(s), select Report, then Send Report



3. "Edit Send to Job" will populate

1. Recipient - Name of physician receiving requested report (if physician not in system use "Other")
2. Location - Receiving physician's location (required)
3. Delivery Method - Fax
4. Fax Number - Fax # where report will be sent
5. Priority - Defaults to "High", okay to leave as is
6. Note - Name of requesting party along with additional pertinent notes

4. Click on "OK"



---

Edited: 07/11/2019

---