## **Faxing Reports to Physician Offices**

Last Modified on 07/11/2025 11:53 am EDT



# **Faxing Reports to Physician Offices**

Purpose: Use this workflow only when faxing eligible reports directly from the Patient Folder in eRAD.

#### **Important Guidelines:**

- Contact Center is authorized to fax the following reports only:
  - Mammogram
  - Breast Ultrasound
  - Bone Density/DEXA
  - General Ultrasound/Sonogram
  - OB Ultrasond/Sonogram
  - CT's (Excluding Cardiac Scoring)
  - Fluoroscopy
  - HSG
  - X-Ray
  - MRI
- Do NOT fax reports for procedures such as: MRI, Biopsy, Needle Localization, Stereotactic or Ultrasound-Guided Biopsy, etc. For all other exams, transfer the caller to the Center.

#### **Step-by-Step Instructions**

- 1. Open the Patient Folder
  - $\circ~$  Use the search function in eRAD to locate and open the correct Patient Folder

#### 2. Select the Exam(s)

Patien	t Sea	rch	Patient: ZTES	T, RHONDA #863390 (15) 🗙								$\leftarrow$	• ×
G	3	1	€°∕۲	The The Contact Center	Patient Chart	Patient Chart 🝦							
Flags		Alerts	Nuggets	Procedures		Urgency Level	Site Name	Room Name	Scheduled Date	Status	Referring	MRN	Acce
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			2000	3D Mammogram Screening Digital W	/CAD [116] - Breast - B	Screening Ma.	HOU-CyFair	HOU-CYFAIR MG 1	08-07-2019 8:47 AM	Cancelled	Bailey, Elizabet	863390	1074
			3 2 / 1 0	Breast Ultrasound - Complete Bilatera	al (1361 - Breast - B	Valid Order	HOU-Womens Place Ki	HOU-KINGWOOD	07-25-2019 9:29 AM	Cancelled	Bailey, Michael,	863390	107(
			1000	Mammogram Screening Digital W/ CA	AD [45] - B	Normal	DFW-Weatherford	DFW-WEA MG 1	07-12-2014 9:45 AM	Signed	Bailey, Michael,	863390	357
	P		20000	Breast Ultrasound [16] - B		Normal	DFW-Weatherford	DFW-WEA US 5	07-11-2013 9:48 AM	Signed	Bailey, Elizabet	863390	317
	0			Office Mark Established Deficient (40)		Manager	DDM Marshadard	DOM NEA MO.O.	07 44 0040 0.47 414	Closed	Pailov Elizabet	000000	247/

- From the **Patient Folder**, locate the report(s) you need to fax.
- Click once to highlight the desired exam
  - Use CTRL+Click to select multiple accessions.
- Ensure:
  - Exam Status = Signed
  - No procedural exams are selected
- 3. Initiate the Fax Process
  - Right-click the highlighted exam(s)
  - Select "Send Report"



4. Complete the "Edit Send to Job" Window

<ul> <li>Recipient</li> </ul>	TEST, DOCTOR K,				
Location	134 FAKE ST, Fort Worth, Texas, 76104 🔫 TEST, DOCTOR K,				
Other					
Patient	ZTEST, RHONDA				
Delivery method	Fax 👻				
Fax number	(817) 123-3333				
Priority	High 👻				
Note 06-09-2025 stephanie	johnson2 - DR. TEST'S OFFICE REQ 5/19/24				
Note 06-09-2025 stephanie PELVIC U/S REPORT	johnson2 - DR. TEST'S OFFICE REQ 5/19/24				

• Fill out all fields accurately:

Field	Description			
Recipient	<ul> <li>Search for and select the name of the provider.</li> <li>If not listed, choose "Other" and type their name.</li> </ul>			
Location	<ul> <li>Enter the physician's office location where the report(s) is being faxed. (This field is required).</li> </ul>			

Field	Description
Delivery Method	<ul> <li>Select "Fax" if it does not default to fax</li> </ul>
Fax Number	<ul> <li>If the provider is in the system, the fax number will automatically populate; always confirm the number shown for accuracy.</li> <li>If the provider is NOT in the system, manually type the fax number into this field; confirming for accuracy.</li> </ul>
Priority	<ul> <li>Defaults to High—Leave as is.</li> </ul>
Note	• Enter the name of the person requesting the report and any relevant context (e.g., "DR. TEST'S OFFICE REQ 05/19/24 PELVIC U/S REPORT").

### 5. Send the Report(s)

- Review the information for accuracy.
- Click [OK] to send the fax.



6. NOTE: This process may be followed for Progressive Radiology reports if a provider is attempting to reach Progressive Radiology but inadvertently gets routed to Washington Radiology.

EDITED: 07/11/2025