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 @MECRED@ @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.