

**Targeted Users: Ordering Providers**  
**Release date: 5/13/2020**

# Faxing Lab Orders & Letters via Chart Review

Lab orders and letters can now be faxed directly from Epic.

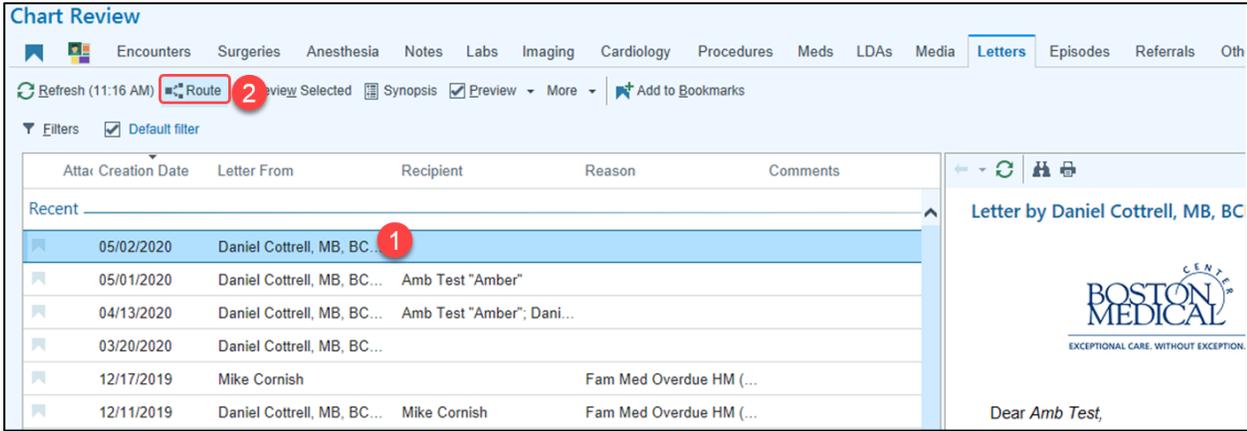
**Lab Orders:** Simply place and sign the order like you normally would, then go to the Labs tab in Chart Review. Select the lab order you'd like to fax, and scroll to the bottom of the lab order summary. There you will find the Link to Lab Req for Fax option:

The screenshot shows the Epic Chart Review interface. The 'Labs' tab is selected in the top navigation bar (marked with a red circle '1'). In the main table, the lab order 'Comprehensive Meta...' is highlighted (marked with a red circle '2'). On the right-hand side, the lab order summary is displayed, and the 'Link to Lab Req for Fax' option is highlighted with a red circle '3'.

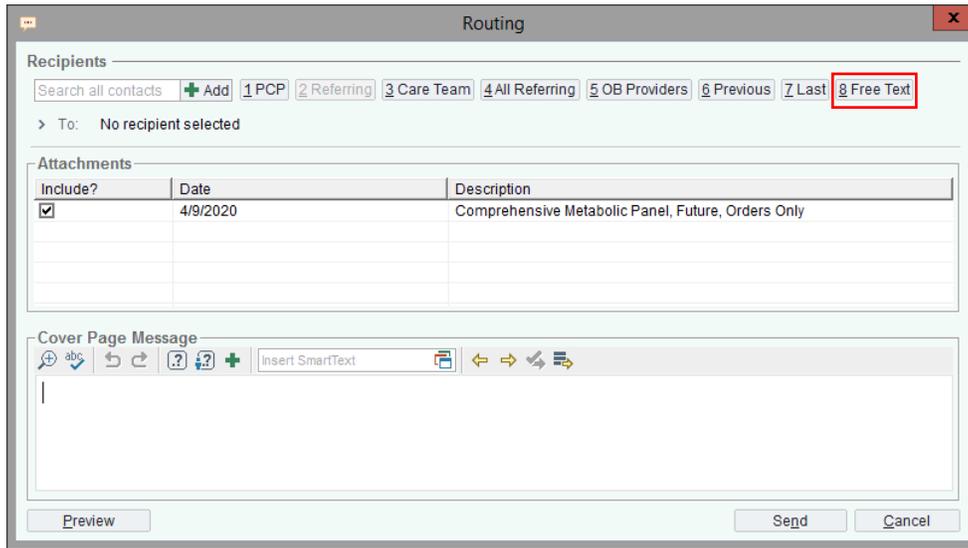
Click the link to bring up the lab req, and then click the Route Lab Req button in the Chart Review toolbar:

This screenshot shows the same Epic Chart Review interface, but with the 'Route Lab Req' button highlighted in the top toolbar (marked with a red circle). The right-hand side of the screen shows the detailed lab order summary for 'Comprehensive Metabolic Panel', including patient information, provider details, and order specifics.

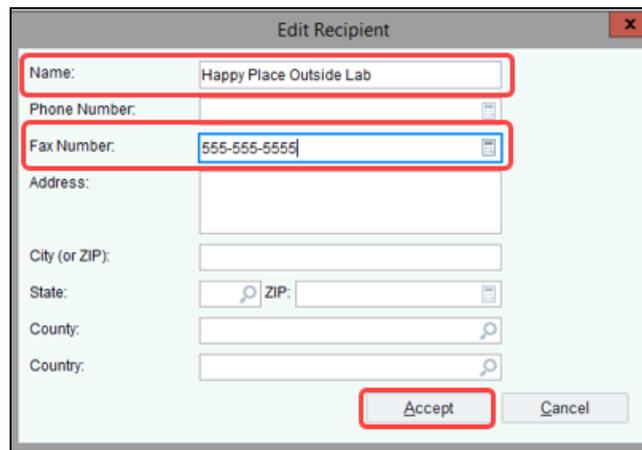
**Letters:** Once the letter is generated, go to the Letters tab in Chart Review. Select the letter you would like to fax and click **Route**:



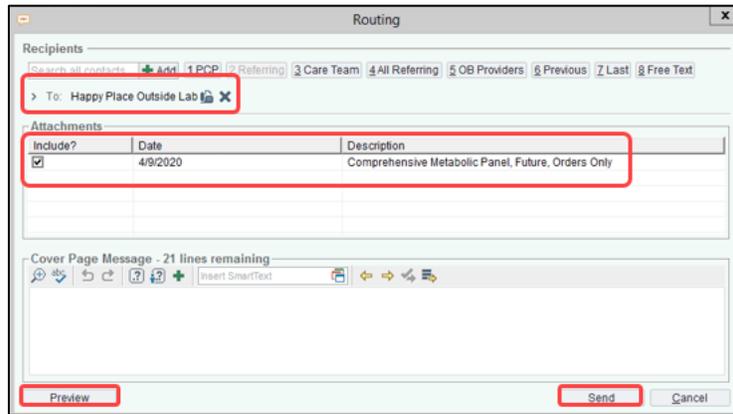
In the Routing pop up, select Free Text:



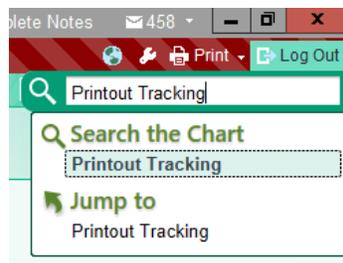
Enter a recipient (this is free text), and then enter the fax number of the location you'd like to fax the lab req to. Click Accept:



Your recipient will now appear in the “To:” field, and you will see the lab req as an attachment. You can preview the attachment via the Preview button, or send the fax by clicking Send:



You can verify that your fax was sent in Printout Tracking. This is accessed via the Search button in the upper right hand corner:



Here you will see the any orders that were sent to fax, and their status:

Date	Time	Status	Workstation	Printer	Print Job (Scenario)
04/09/20	03:19 PM	Completed		RIGHTFAXFCL	Order Transmittal