

Background

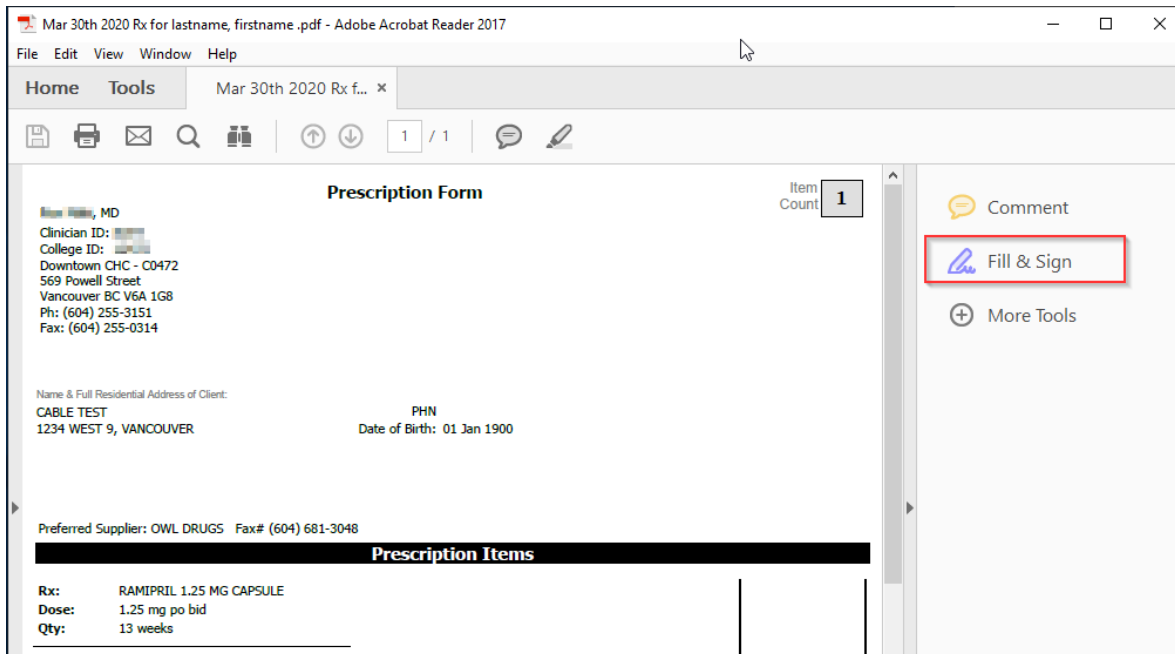
In light of the current events of COVID-19, Providers have been asked to work remotely from home. For those Providers who require the ability to prescribe remotely, PHC has adopted a secure email-to-fax service called SRFax that can be used to send prescriptions to a specified fax number from a PHC Email address. This document will take you through the three easy steps for using this service with an EMR-generated prescription:

Step 1: Order a prescription for a patient

1. Generate a prescription in your EMR.
2. Once complete, save the prescription as a PDF. You may need to select "Print" to do this. In the File name field, enter in Today's Date Rx for PATIENT LAST NAME, FIRST NAME.

Step 2: Add signature to PDF document

1. Navigate to the PDF document you saved previously. Double click on the PDF document and open it up in Adobe Acrobat Reader. Then click on the **Fill & Sign** button.

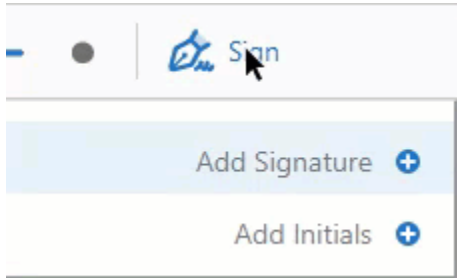


The screenshot shows the Adobe Acrobat Reader interface for a PDF document titled "Mar 30th 2020 Rx for lastname, firstname .pdf". The document is a prescription form with the following details:

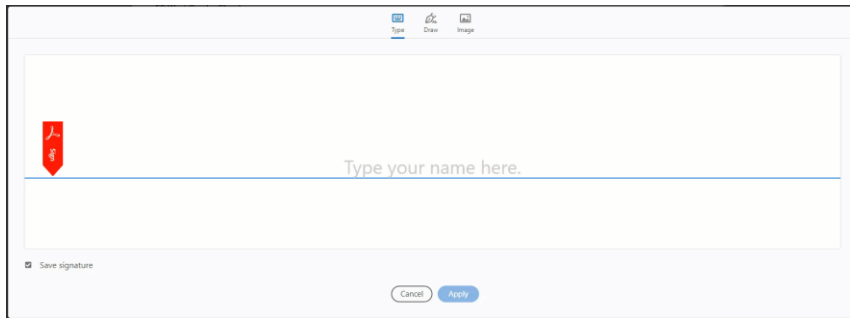
- Prescription Form**
- Item Count: 1
- Clician ID: [Redacted]
- College ID: [Redacted]
- Downtown CHC - C0472
- 569 Powell Street
- Vancouver BC V6A 1G8
- Ph: (604) 255-3151
- Fax: (604) 255-0314
- Name & Full Residential Address of Client: CABLE TEST, 1234 WEST 9, VANCOUVER
- PHN [Redacted]
- Date of Birth: 01 Jan 1900
- Preferred Supplier: OWL DRUGS Fax# (604) 681-3048
- Prescription Items**
- Rx: RAMIPRIL 1.25 MG CAPSULE
- Dose: 1.25 mg po bid
- Qty: 13 weeks

The "Fill & Sign" button is highlighted with a red box in the right-hand sidebar.

2. The Fill & Sign toolbar will now appear. Click on the **Sign** button.
3. Then Click on the **plus (+)** sign beside **Add Signature**.



4. The **Add Signature** window will now appear. Click on the **Draw** button. This will allow you to draw your signature. Once complete, clicking on the **Apply** button will enable you to place your signature anywhere on PDF document. Then click on the **Save** button.

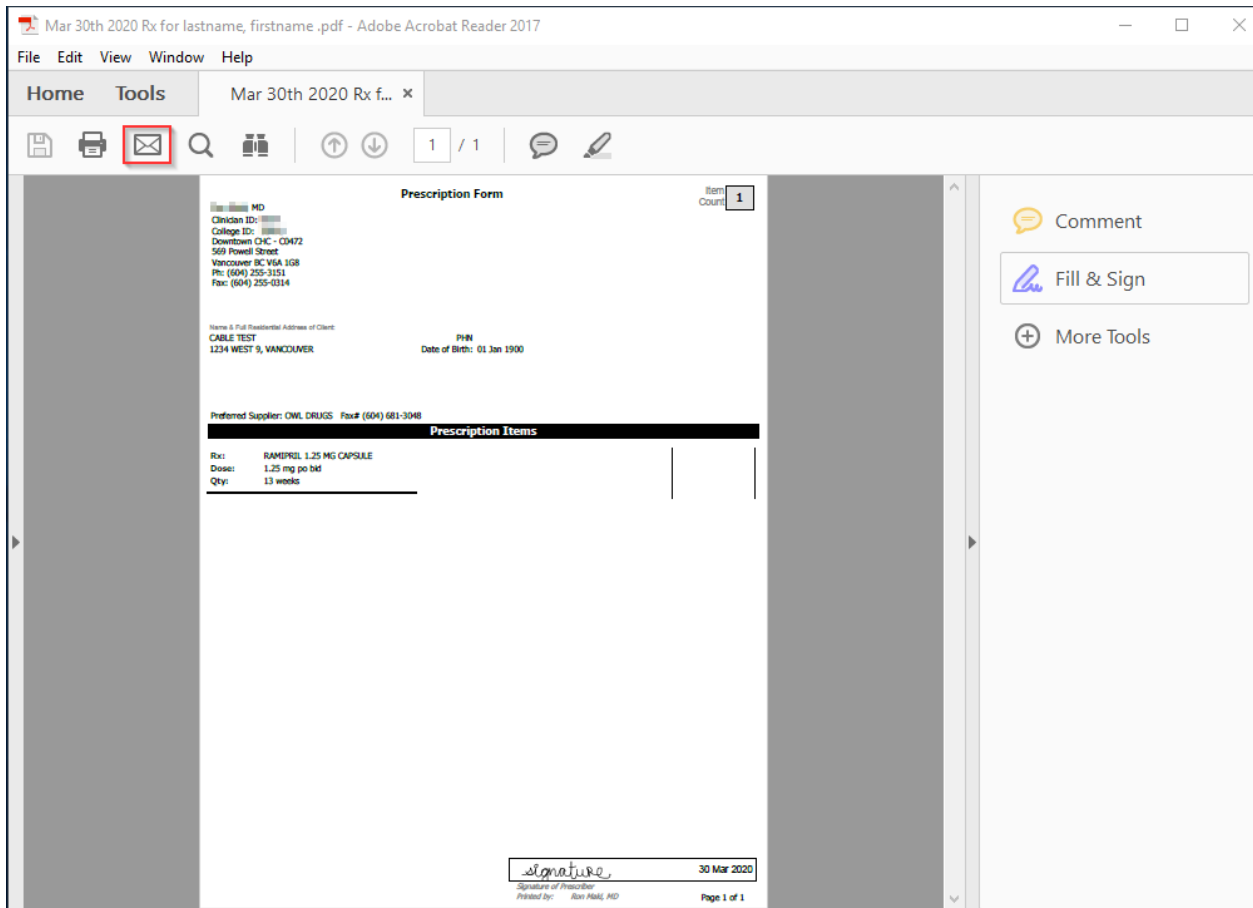


Step 3: Email your prescription using SRFax through PHC Email

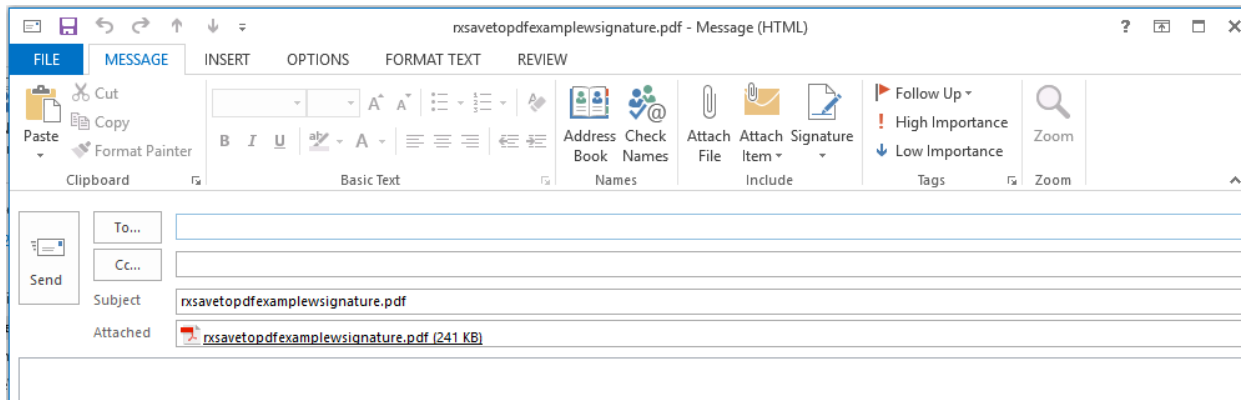
Once the PDF document has been saved with your signature, you can send the prescription PDF using **SRFax** to Pharmacy. You must do this from your PHC email, otherwise the fax will not send.

1. If you are using your work machine/laptop, click the **Email (envelope)** button.

(Note: If you are using a personal computer, you may need to log into your PHC Webmail and attach the PDF prescription into your email).



2. An outlook email window will pop up with the PDF attached.



3. Fill in the following fields as directed below:

To: #####@srfax.com (replace the # symbols with 1+AREA CODE+PHARMACYFAX)

Subject: Prescription for PATIENT LAST NAME, FIRST NAME

Body: Your name and contact information must be added in order for the pharmacy to validate who the prescription came from. In addition, the pharmacist may need to contact you if there are any questions regarding the prescription. The cover sheet only includes generic PHC information.

Ensure PDF of Prescription is attached

Once email has been validated and ready for sending, you can click on the **Send** button in the email window. A confirmation email will be sent back to you within 5 minutes, depending on volume.



Information

***NOTE:** The *To, Subject and Body fields* will become the **Fax Cover Sheet** with a confidentiality disclaimer and the **attachment prescription** will become **Page 2**.