

Exa® PACS/RIS

Feature Summary

Updox

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Open Updox

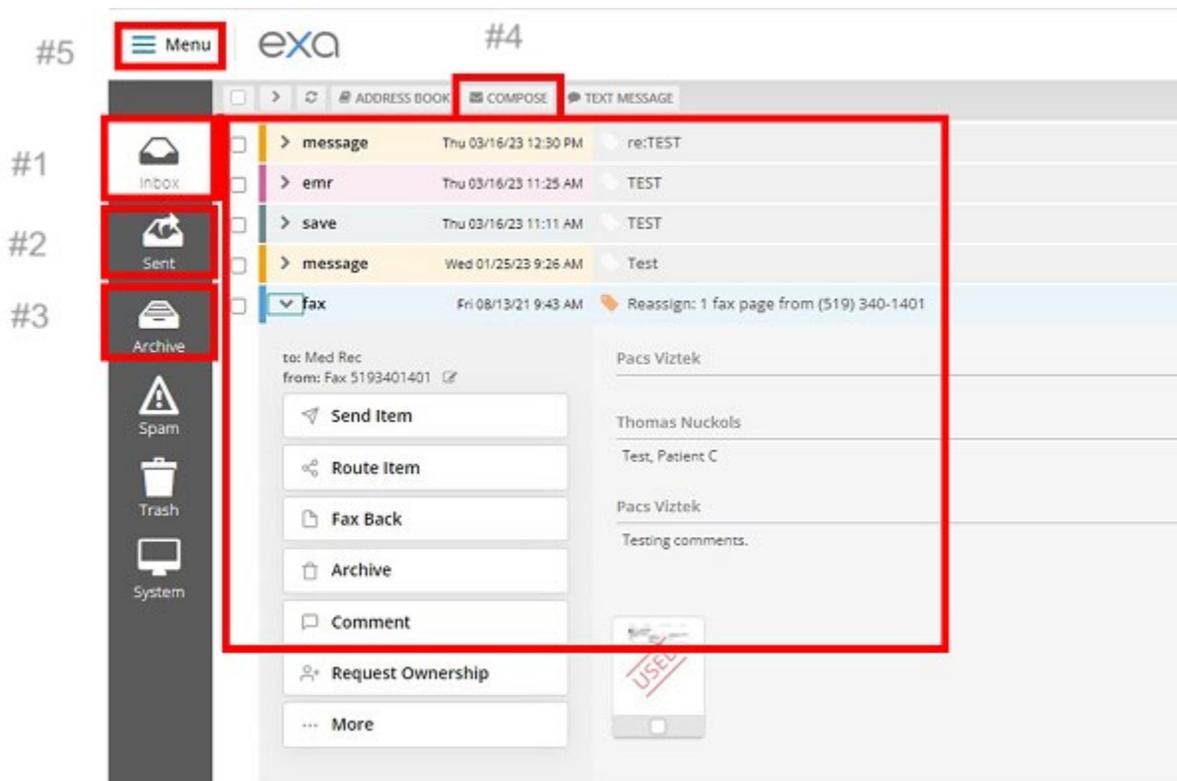
From the Exa navigation menu, select **FAX MANAGER**.



Configuring inbound faxing

Porting over a pre-existing fax line for use with Updox requires sending a “porting document” by email to Updox. This form is provided by your Konica Minolta Project Manager.

Navigation in Updox



#1 Inbox

As you receive faxes/e-mails they appear in your Updox Inbox.

Select the > symbol  to the left of the fax/e-mail to open a list of functions.

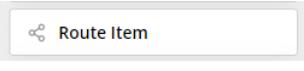
- 
 Send the attached document to another user, or attach to a patient/user group. Type the name of the recipient and select them. Different options appear based on the information provided by the user/patient:

-  Email test@test.com
-  Save to disk
-  Send to EHR

- For documents that are received you often use the **Send to EHR** option, which sends them back into Exa PACS/RIS and attaches them to their Patient Documents allowing you to schedule from their faxed order.

Successfully sent documents appear as follows:



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 Route a document to another Updox user/queue/user group. Useful when different users are responsible for their own departments.
- 
 Moves a fax/email from the Inbox to a separate Archive folder. Commonly used for documents that have already been sent outbound/mailed where no auto-archiving is activated. Updox can be configured to auto-delete archived items after X-amount of time.
- 
 Place a comment on a received document providing all users the ability to search for key words in the comment using the Search feature.



#2 Sent Tab

Quickly view any sent faxes and/or emails.

#3 Archive Tab

Any manually or auto archived documents appear under this tab. Archiving a document is an easy way to keep your inbox clear of items that were attached to Exa PACS/RIS or sent/routed elsewhere.

#4 Composing + Sending an Outbound Fax

Along the top of the Workspace is the **Compose** button. Selecting this prompts the user to either select a known contact with a fax number or manually type a fax number. At the bottom of the Compose screen is an option to attach your documents prior to sending the fax.

Compose X

Search for a patient, contact, email or fax number...

New	Create contact and send to: 5555555555	
	Quick send to: 5555555555	
Patients	Todd Allen chart: ToddTest	47 yrs (1975-05-24)
	Test Barrington chart: BarT194	12 yrs (2010-10-10)
	Blah Blah chart: Blah1053	24 yrs (1998-08-18)
	Paul Brown chart: 1597534682	40 yrs (1982-03-17)
	JW2 JW2 chart: JW2j1029	23 yrs (2000-01-01)
	Thomas Nuckols	34 yrs (1988-08-19)

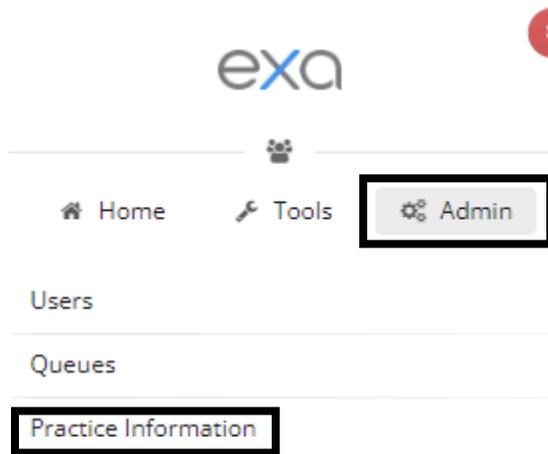
▲ Attachments: Drag pages to change sending order. Caution: Any selected pages will be sent. Hover over pages to verify content before sending.

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Discard

#5 Configure an inbound email

Select **Menu**  > **Admin** > **Practice Information**.



Practice Email is an option below your site's address. Users with admin access can input an e-mail address to receive inbound orders, reports, and other items.

Practice Email @
myupdox.com