Xerox® Healthcare MFP Solution

Confirm Connection – How to share patient information

The Xerox Healthcare MFP Solution and the Share Patient Information app work with the Kno2 cloud service to connect the community of care. Follow the on-screen instructions to easily share information with providers to better coordinate care right from your new device.

To begin using the Share Patient Information App on your Xerox Healthcare MFP, you must complete the set up and configuration steps outlined in the Xerox® Healthcare MFP Quick Start Guide (this document is available at: http://www.office.xerox.com/latest/SO1GD-08U.PDF).

The following procedure assumes the user has already logged in to the Xerox Healthcare MFP App on their device using their Kno2 account credentials.

NOTE: The user interface (UI) will vary depending on the device that you are using, i.e. ConnectKey, AltaLink or VersaLink. Both UI designs are displayed below.

Create Your Message
1. Select an Organization from the predefined list. If you are a member of only one organization, it will be automatically selected for you
2. Select a Release Type from the predefined list
3. Select Next.

Figure 1: ConnectKey UI

Figure 2: AltaLink / VersaLink UI
Add Recipients
Manually enter a recipient’s address, search the national directory, by provider or organization name, to locate the recipient’s address or enter a fax number.

Manually enter the Recipient’s Address
1. From the Recipient & From Address window, select Add Recipient.
3. Enter the recipient’s address and select OK.

Search for a Recipient in the Kno2 Global Address Book
1. From the Recipient & From Address window, select Add Recipient.
2. Enter the search information in at least one text field; select Search.
3. Select the Recipient from the list of search results; select Next.
Enter a Fax Number
1. From the Recipient & From Address window, select **Add Recipient**.
2. Select **Enter Fax Number**.
3. Enter the Fax Number you would like to send the message to; select **OK** and then select **Next**.

![Figure 5: ConnectKey UI](image1.png)  ![Figure 6: AltaLink / VersaLink UI](image2.png)

**NOTE** To send your message via fax, the From Address and Recipient must both be a fax number. You may only enter 1 fax number per message.

Enter Patient Information and Add Attachments
1. Enter the required Patient Information; select **Next**.

![Figure 7: ConnectKey UI](image3.png)  ![Figure 8: AltaLink / VersaLink UI](image4.png)

2. Select the details for your first attachment.

![Figure 9: ConnectKey UI](image5.png)  ![Figure 10: AltaLink / VersaLink UI](image6.png)
3. Select the Scan Options tab and choose your scan options; select Scan.
4. If you would like to add more attachments to the current message, select Scan Another/Scan Next Attachment in the Status dialog, otherwise select Done Scanning/Go to Summary.

Figure 11: ConnectKey UI

Figure 12: AltaLink / VersaLink UI
Sending a Message
1. Review your message summary details.
2. To change any of the information, select the Edit icon next to the desired field.
3. Navigate to Attachments section to review the added attachments.
   a. If there is an error with one of the attachments, select the attachment and follow the suggested steps to fix the error.
4. If you would like to add a note to your message, navigate to Notes section and select Edit.
5. When you have finished reviewing your message summary, select Send and a message confirmation window will appear.

Support
For assistance with sharing patient information right from your Healthcare MFP, please follow your usual Xerox support process.