

# 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.



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**.

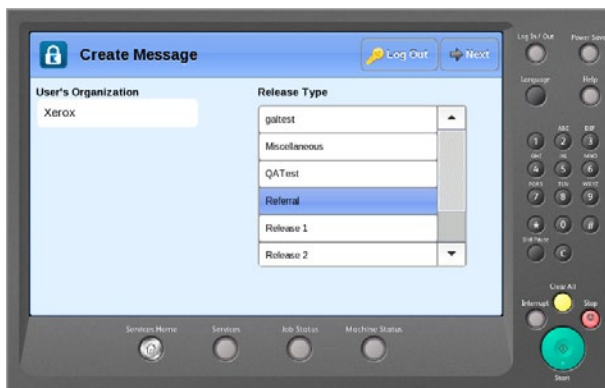


Figure 1: ConnectKey UI

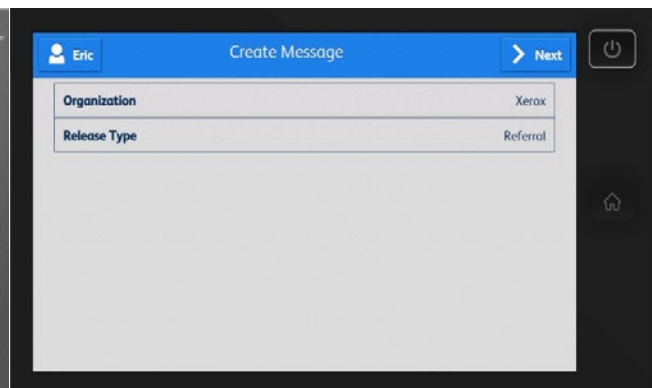


Figure 2: AltaLink / VersaLink UI

## 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**.
2. Select **Manual**.
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**.

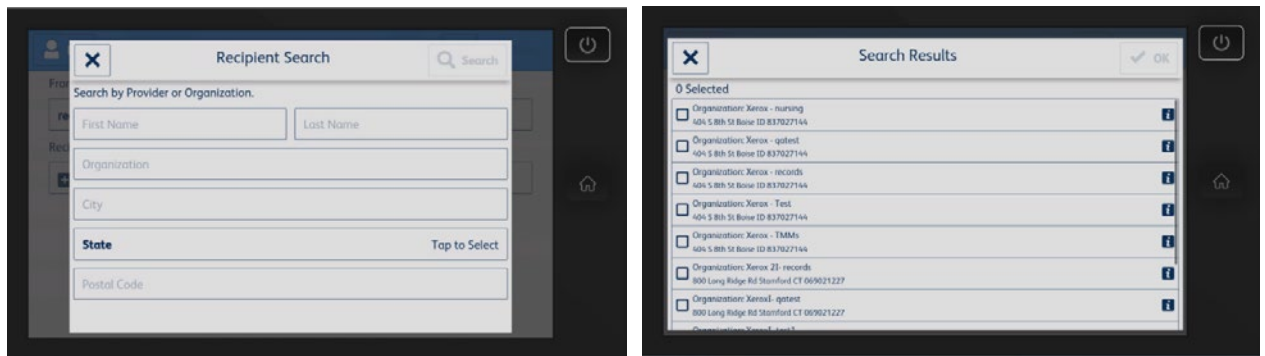


Figure 3: ConnectKey UI

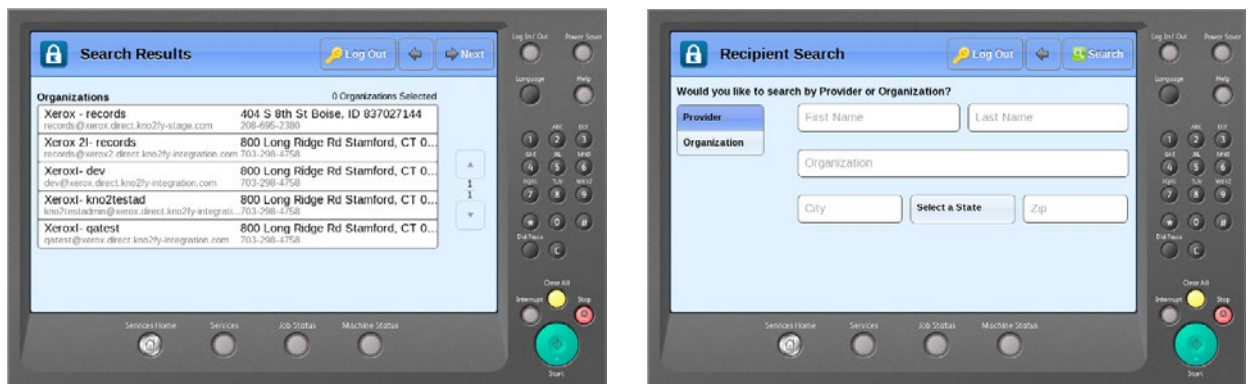


Figure 4: AltaLink / VersaLink UI

## 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

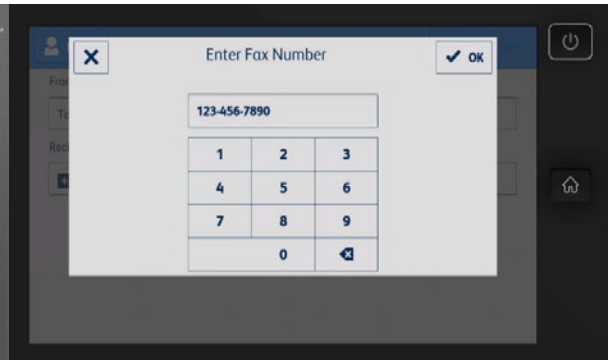


Figure 6: AltaLink / VersaLink UI



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

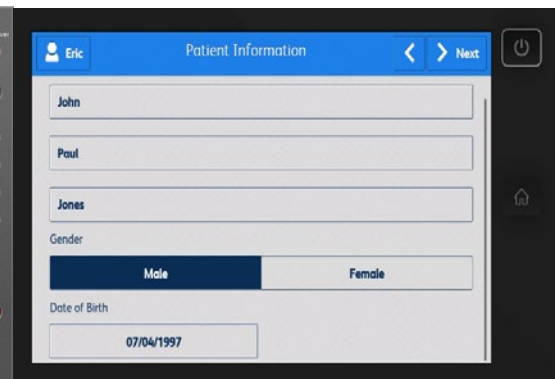


Figure 8: AltaLink / VersaLink UI

2. Select the details for your first attachment.



Figure 9: ConnectKey UI

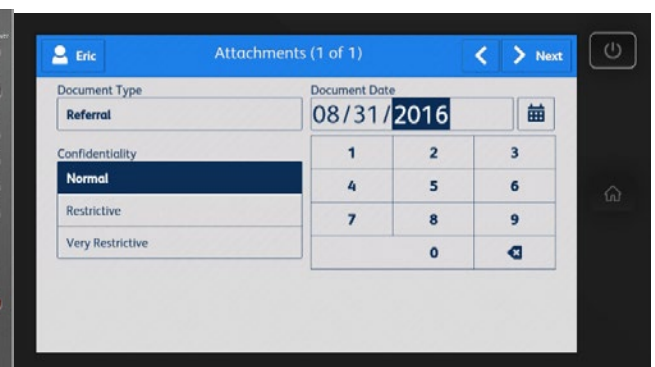


Figure 10: AltaLink / VersaLink UI

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**.

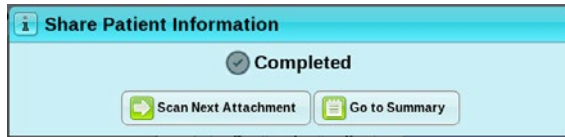


Figure 11: ConnectKey UI

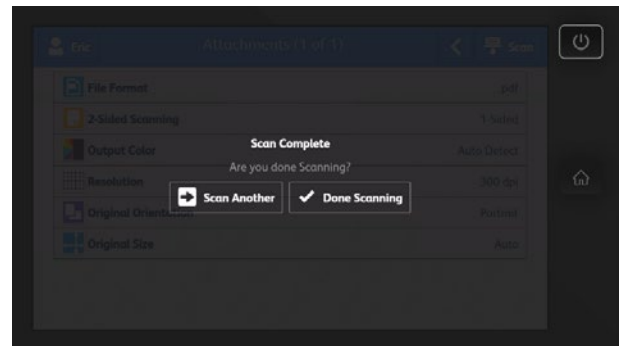


Figure 12: AltaLink / VersaLink UI

## 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.

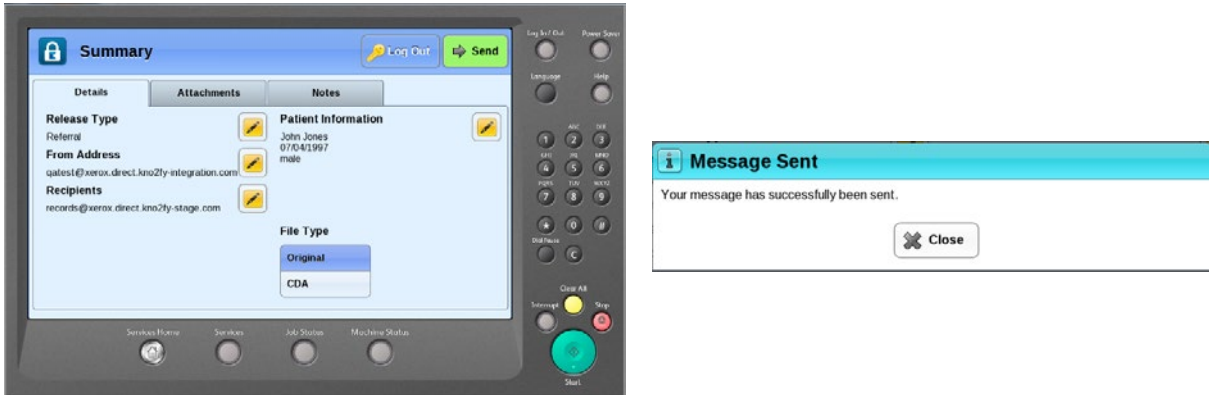


Figure 13: ConnectKey UI

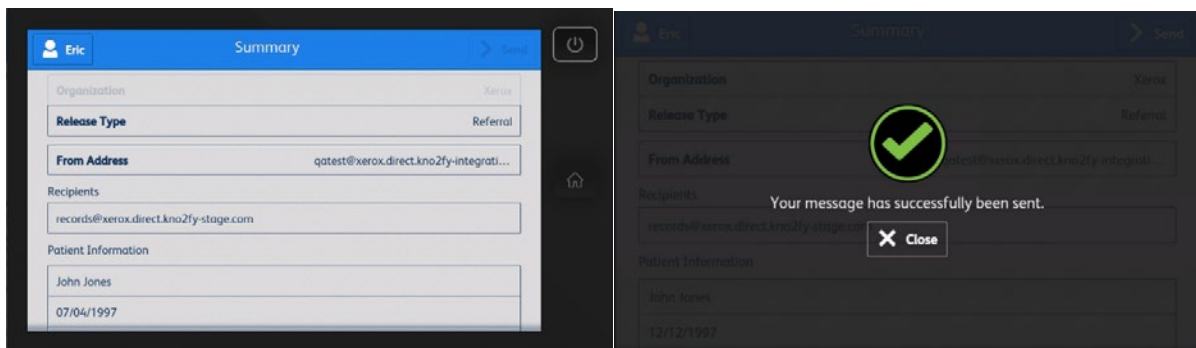


Figure 14: AltaLink / VersaLink UI

## Support

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