S	Cat	Info - Sort S Cat - Colw 30 70 5
	. .	**Flow * Fax-In**
N	Lab AcuLabs	Arista Care - Lab Blood Work - Toss
N	Home Leisure Village	Put on CP desk - NOT inbox.
N	CIOX	med recs - goes to Ileen - dont scan
	Doc Vac	Fax-In When a doctor is on vacation all faxes addressed to doctor on vacation navcs -> refils; important labs; go to doctor assigned.
N	Doc Vac	Med Assoic OC - Gastr
N	DoNow Papper 4 doc	Check white board Doc in TR - Put pappers in folder for TR
	Fax-Out Re # Right	Fax-out: Check not fax to us - Shore Med is at top of fax conf - **Address to** is phone # to send it too.
N	Home	Community Care - Lavit? Dr A... Please review labs. sign - goes on doc desk
	Home	**Flow * Fax-In * Home**
	Home	Fax-In give to nursing home 732-363-8183
	Home Leasue V	Any fax w Leasure Village goes to CP desk not inbox
	Home LeasureV	**Flow * Fax-In * Home * LeasureV**
N	Home NEW PT	Allways AP fwd too - Form Floor Phone [GEN] [Nursing home] [New PT name]
N	Home RX Walker	Let home handle
N	Hosp MMC	For queries open? - Text doc 9am
	Hospise	*What * Hospise*
	Hospise	Hospise anything is priority One. Ask for Face Sheet - if not call? Fax bk fax - No email
	Lab	*What * Lab*
	Lab	**Flow * Fax-In * Labs**
	Mail-In Lab	Envelope Lab Corp - Open - Scan to PT Chart - Fwd to doctor.
N	Mail-In Lab Corp	Open - Scan to chart - fwd to doc.
	Med Recs	*What * Med-Recs*
	Not IMS Box Loc	box? right of main fax - Not A PT - Not A IMS
N	Pre Cert	United Health Plan - Provider: Service: MRI - Scan noFwd
N	RX Narc DoNow	Give to any doc here to sign - Not InBox - Not on desk
N	RX Narc(OXY)	Hand copy all but quanity - Put on top doc in box to sign.
	RX OXY	**Flow * Fax-In * RX Oxy**

	Topic	Notes
	RX OXY Steps	RX OXY - Fill out **all but quanity** - Fill w all from fax exact as printed
	RX Signed? Steps	Fax Scan-In (If **doc signed** dont fwd to doc except MP likes all fwd)
N	Scan	RX scan - fwd unsigned to - Doc does electronical
N	Scan HospRecs	Add to PT chart: CMC ER m/d/yyyy <- Community R37
N	Scan HospRecs	Add to PT chart: KMC ER m/d/yyyy <- Kimble 600 River Ave
N	Scan HospRecs	Add to PT chart: OMC ER m/d/yyyy <- Ocean Medical
N	Scan HospRecs	Add to PT chart: Select: HO Hospital records desc - S: Moderate High(Narc) - Desc: Hospital Name Date-Discharged
N	Scan HowTo	Only Wed 12noon to 5pm - Tell person to please call back then
N	Scan Incont Supplies	Add to PT chart:
N	Scan Labs	Add to PT chart: Select: Consult - S: Moderate - Desc: Consult - Click: Foward to doc
N	Scan Refill	Add to PT chart: Select: RE Refill - S: Moderate - Desc: MULTI Meds or copy exactly include mg n type tablets
S	**Topic**	**Notes**
	ToScan Special	**Wellington Estates** - All goes to AP
	ToScan Where	Fax to be scanned - bins on wall to upper right of main fax
	ToScan Where	[To be scanned - all else] [Nurse Homes] [Hospital]
N	VNA	All goes to Sherri (next to Eleen)
	VNA	VNA anything Call Fax... goes to Sherri
N	VNA CJ	VNA anything goes to Sherry desk - So she can bill - Scan NoFwd