Request medical information from your patient's physician

1. Patient signs a medical consultation form in Axium (found in the electronic record under attachments)
2. Print the form and check off the lab reports you would like to physician to send you. If what you need is not listed write it on the form.
3. Make sure the patient's name, address, date of birth and his/her signature is on the form as well as the physician's name and fax number.
4. Add your name and phone number in case they have a question regarding your request.

The fax machine students can use is located in room 317. The directions to send a fax are there. When the fax is received, it comes into Patricia D'Angelis email as an attachment. She takes that attachment and uploads it to the patient's Axium record.

You can find that fax by going to "Attachments" then "Letters" then on the top tab choose "About Patient"